

Chapter 5

Correspondence

ARS has an established protocol for the preparation of correspondence. All correspondence should be prepared in accordance with the ARS Correspondence Management Program. The objectives are to limit correspondence to essential requirements, to improve the quality of correspondence, and to provide for its creation in an economical and efficient manner.

The ARS Correspondence Manual provides guidance for informal letters and communications (inside USDA), formal letters (outside USDA), controlled and foreign correspondence, form letters, telegrams, airgrams, endorsements, summary sheets, post cards, memoranda routing slips, and other written or electronically generated communications. The Manual also covers envelopes and mailing, electronic communications, models of address, capitalization, spelling, compound words, punctuation, abbreviations, numerals, and word division. Controlled foreign correspondence should be directed to the Correspondence Management Unit (CMU).

Abbreviations: See Chapter 22 for commonly used acronyms and abbreviations.

References: P&P 253.2 - "FOR OFFICIAL USE ONLY" Material
P&P 253.4 - Use of Information Technology Resources
P&P 256.2 - Printed Letterheads, Envelopes, Post Cards and Mailing Labels
P&P 261.2 - Correspondence Management Program
Manual 261.2 - ARS Correspondence Manual
P&P 263.1 - Mail Management Program
P&P 263.3 - Metered Mail, Postage Stamps, and Small Package Courier Service Payment Procedures
P&P 264.4 - Domestic and International Electronic Mail
U.S. Government Printing Office Style Manual and Word Division Supplement

Cross References: Chapter 15 - Records Management

Points of Contact: Ms. Olga Lee
Secretary to the Area Director
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Ms. Mary Haley
USDA-ARS-CMU
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Washington, D.C. 20250-0303
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Fax: (202) 720-5427
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From: Saida Malik
To: PO0301.Administrator's Council, PO0301.AAO's, PO0301.AFM Division Directors, AFM
- Secretaries - DC, AFM - Secretaries - Greenbelt, ARS-DC.PO0322.LAO-AREA-ALL,
ARS-DC.GW.Marshall Dantzler-NASS, ARS-DC.GW.Leslee C Lowstuter-ERS,
Internet:reeusda.gov:everyone, ARS-DC.GW.Yvonne Washington-NAL
Date: 1/11/99 8:28AM
Subject: Cancellation of P&P 263.2

P&P 263.2 - "Foreign Correspondence Dispatched to Communist Controlled Countries" has been canceled as of 12/22/98. There are, however, five countries under U.S. embargo to which no material or correspondence may be sent without the permission of the Foreign Asset Control Board, U.S. Department of Treasury. These countries are:

Libya
Iran
Iraq
North Korea
Cuba

Individual ARS employees wishing to contact these countries or send material, may contact the Asset Control Board directly on 202-622-2500: FAX 202-622-1657

In past experience, the Board has permitted sending printed journal articles to Cuba and Iran, but not to the other countries. For further information, you may contact Eric Rosenquist, National Program Staff, 301-504-5924.

CC: JRECTOR, ADMIN_DC.ADMINPO.CLONABERGER

CHOOSING THE FORMAT

If the addressee is.....	then use the following letter format:
Someone in ARS	Informal
Someone in another USDA agency or USDA Office	
Someone OUTSIDE the Department of Agriculture, i.e., private citizen or organization, foreign citizen or organization, White House officials, Members of Congress, Supreme Court officials, other Federal Departments	Formal
Someone in ARS for congratulations, condolences, or disciplinary actions	

Informal Letters

- General** The informal letter will be used for most day-to-day communications in the transaction of business within USDA.
- Margins** There should be one inch margins on the left and right hand sides. Do not justify right margins.
- Date Line** The date should be placed two lines below the last line of the letterhead. Do not use endings such as "st" and "th" with numbers for the day. Military style is not acceptable.
- Subject Line** The subject line of a memo is a brief statement, usually not more than 10 words, of what the memo is about. Type the caption "SUBJECT:" in all caps three lines below the date line. Indent two spaces after the colon and begin typing the subject. Limit the length of each line to approximately five inches. If more than one line is needed, type the remainder of the subject beneath the first line in block style. Capitalize the first letter of each word except articles, prepositions, and conjunctions.
- To Line** The caption "TO:" is typed in all caps two lines below the last line of the subject line. The colon should be parallel with the colon in "SUBJECT:". Indent two spaces after the colon and begin typing the address. When runover lines are required, indent two spaces. Limit the address to five lines.
- The name of the State MUST be spelled out, if the letter is to be signed by the Administrator/Associate Administrator or above in the supervisory chain of command. If the letter is to be signed by the Area Director or below, the two letter State abbreviation is acceptable.
- Attention Line** Avoid using the attention line by using as specific an address as possible. If an attention line is used, type the caption "ATTN:" followed by the name of the person whose attention is being requested on the next line directly below the first line of the address.
- Through Line** A through line may be necessary if an official other than a clearance official needs to see and concur with the memo before it is received by the addressee.
- Type the caption "THROUGH:" in all caps two lines below the last line of the "TO:" addressee, flush with the left margin. The colon should be parallel with the colon in "SUBJECT: and TO:". Indent two spaces and begin typing the names, titles, and offices of the addresses through which the memo is to be routed (in the reverse order of the routing).
- From Line** The caption "FROM:" is typed in all caps two lines below the last line of "TO:" address (or "THROUGH:" address, if used). The colon should be parallel with the colon in "SUBJECT: , TO:, and THROUGH:". Indent two spaces and begin typing the name, title, and office of the sender. Do not repeat organizational names such as the Division or Area if it already appears on the letterhead. Use the symbol "/s/" after the person's name when sending via e-mail.



United States Department of Agriculture
Research, Education and Economics
Agricultural Research Service

December 9, 1998

Sample

SUBJECT: Format for ARS Informal Letters

TO: Jane A. Doe, Director, NSSL

FROM: A. W. Jones, Soil Scientist, NSSL

This memo shows the format for preparing informal letters throughout Agricultural Research Service (ARS). The left and right margins should be 1 inch. Do not justify in letters.

The following are features of the informal letter:

- a. Most elements are blocked along the left margins.
- b. It features the use of the "SUBJECT:", "TO:", and "FROM:" lines and the absence of a salutation and complimentary close.

When material accompanies a letter, identify it in the text or in the bottom notation as an enclosure, not as an attachment. When an enclosure is identified in the text, type the word "Enclosure" flush with the left margin, two lines below the last line of the signer's title. For more than one enclosure, use the plural form and indicate the number of enclosures. When an enclosure is not identified in the text, type as in the example below.

The "cc" notation is typed flush with the left margin, two lines below the last line of the signature element or the enclosure or separate cover listing. Below the "cc:" notation, list the name and office abbreviation or company name of the "cc:" addressee. List "cc:" addressee's one below the other. Mark or highlight each copy for the respective "cc" addressee.

Enclosure:
ARS Correspondence Manual

cc:
D. Jones, NPS
J. Smith, HRD



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United States Department of Agriculture
Research, Education and Economics
Agricultural Research Service

December 9, 1998

Sample

SUBJECT: Format for ARS Informal Letters

TO: A. W. Jones, Soil Scientist, Brookings

THROUGH: J. K. Stone, Research Leader, Brookings
T. E. Brown, Center Director, Brookings
W. H. Blackburn, Area Director, NPA

FROM: Jane A. Doe, National Program Leader, NPS

This is an example of an informal letter. The "THROUGH:" line is used because officials need to concur before it is received by the addressee. The "THROUGH:" lines are typed in ascending order. Type the caption "THROUGH:" in all caps two lines below the last line of the "TO:" addressee, flush with the left margin. Indent two spaces and begin typing the names, titles, and offices of the addresses through which the memo is to be routed in the reverse order of routing. Prepare a letterhead copy of the memo for all the "THROUGH:" addressees. Sign/initial and date the original, "cc:" and "THROUGH:" copies, and official file copy on the "THROUGH:" line to indicate approval. The body of this letter is double-spaced since it is a one-paragraph letter with 10 lines or less.



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United States Department of Agriculture
Research, Education and Economics
Agricultural Research Service

December 9, 1998

Sample

FOR OFFICIAL USE ONLY

SUBJECT: Example of Informal Letter
TO: Will Blackburn, Area Director, NPA
THROUGH: Jeff Lewis, Laboratory Director, NSSL
Berry Reynolds, Research Leader, NSSL
FROM: Sean Smith, Soil Scientist, NSSL

This is an example of an informal letter showing the use of "For Official Use Only" markings and the Approval/Disapproval Line. "For Official Use Only" markings are used on materials that are not for immediate public use; the markings are shown as both the top and bottom of each page. The top caption is typed two lines below the date, flush with the left margin; the bottom caption is typed two lines below the last line of each page. If the caption falls above the middle of the page, place it below the middle of the page flush with the left margin.

The "THROUGH:" line is used in this example because officials need to concur before it is received by the addressee. Remember the "THROUGH:" line is typed in ascending order.

Concurrent and/or Approval Lines are typed at the bottom of the page. Type the caption "CONCUR:" or "APPROVED/DISAPPROVED:", a signature line and a "DATE:" line, as shown in this sample.

If the correspondence will be signed outside the originating office, omit the date. The letter will be dated after signature and before mailing.

A paragraph is begun near the end of the page only if there is space for two or more lines on that page. A paragraph is continued on the following page only if two or more lines can be carried over to that page.

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On the second and succeeding pages, make side margins the same as page one. Allow a bottom margin of at least one inch. Starting with the second page, type the name of the addressee exactly as it is shown on the first page (excluding title). On the same line type the page number flush with the right margin. Continue the text lines below the name of the addressee.

If the memo is addressed to more than one addressee, type the name of the addressee listed first and "et al." flush with the left margin.

In this example, the "cc:" addressees are receiving a copy of the enclosures as well as a copy of the letter.

If an acting official is to sign the letter for the regular signing official, the signer signs his/her name in a signature block and the word "for" before the regular signing official's name, and should be indicated on all copies.

APPROVED/DISAPPROVED:

Area Director, NPA

Date

2 Enclosures:

ARS Correspondence Manual

NPA Secretarial Handbook

cc: w/encl.

A. Brown, HRD

J. Wayne, NPS

FOR OFFICIAL USE ONLY

Formal Letters

- General** The formal letter is used for other than routine correspondence outside USDA. Always use the formal letter for letters addressed to the President, Vice President; members of the White House staff, Members of Congress; Justices of the Supreme Court; heads of departments and agencies outside the Department; State Governors; Mayors; and foreign government officials. The formal letter is also used for ARS employees for congratulations, condolences, or disciplinary actions.
- Address** For a letter that will be at least one-full page in length, begin the address three lines below the date line. For short letters begin the address no more than eight lines below the date line.
- Type the address single spaced, block style with no terminal punctuation. No line should be longer than four inches. When runover lines are required, indent two spaces from the left margin. Limit the address to five lines.
- Salutation** Type the salutation at the left margin, two lines below the last line of the address.
- Body of the letter** Begin the body of the letter two lines below the salutation, flush with the left margin. Begin each main paragraph two lines below the last line of the preceding paragraph, flush with the left margin. Double space letters of one paragraph (10 lines or less). Single space the body of letters longer than one paragraph.
- Do not begin a paragraph near the end of a page unless there is room for at least two lines on that page. A paragraph should not be continued on the following page unless two lines can be carried over to that page.
- When referring to dates within the body of the letter, type the name of the month in full and the day and year in numerals. Use commas to set off the year only when it follows the day of the month in a specific date within a sentence.
- Write out an abbreviation/acronym the first time it is used in the body of the letter followed by the abbreviation/acronym shown in parentheses.
- Signature Element** Type the signer's name in all caps six lines below the last line of the complimentary close, flush with the left margin. Type the signer's title (initial caps only) on the next line. Do not repeat organizational names such as the Division or Area if it already appears on the letterhead.
- Enclosure** When material accompanies a letter, identify it in the text or in the bottom notation as an enclosure, not as an attachment.
- Dictator's Legend** Include a legend for documents that are being cleared by CMU. The legend includes the Agency, Area, office, dictator's initials and surname, typist's initials, telephone number, date of typing, file name.



United States Department of Agriculture
Research, Education and Economics
Agricultural Research Service

December 9, 1998

Sample

Dr. John Doe
Crops Research Center
1111 Street Avenue
Las Vegas, Nevada 12345

Dear Dr. Doe:

This is an example of a formal letter. Begin the body of the letter two lines below the salutation line, block and flush with the left margin. Begin each main paragraph two lines below the last line of the preceding paragraph and flush with the left margin. Double space letters of one paragraph (10 lines or less). Single space the body of letters longer than one paragraph.

The formal letter is suitable for those situations when the writer knows that the addressee would expect a more personalized letter (congratulatory, condolence, or disciplinary actions). Always use the formal letter for letters addressed to the President; Vice President; members of the White House staff; Members of Congress; Justices of the Supreme Court; heads of departments and agencies outside the Department; State Governors; mayors; and foreign government officials.

When there is a reason to break a paragraph into subparagraphs, they may be lettered and numbered as follows:

a. Main paragraphs are typed in block style. Subparagraphs are indented four spaces as shown in this example (begin typing with the fifth space). Subparagraphs are typed single spaced with double spaces between them.

(1) When a paragraph is subdivided, it must have at least two subdivisions.

(a) When paragraphs are subdivided, lettered, and numbered, they fall in the following sequence: a, (1), (a), 1, a, (1), (a).

(b) When a paragraph is cited, the reference numbers and letters are written without spaces; for example, "paragraph 3a(2)(c)."

(2) A paragraph is begun near the end of the page only if there is space for two or more lines on that page. A paragraph is continued on the following page only if two or more lines can be carried over to that page.



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b. Type the second and succeeding pages of a letter on plain bond paper. Starting with the second page, type the name of the addressee exactly as it is shown on the first page (excluding title) about 1 inch from the top of the page and flush left with the left margin. Type the page number on the same line flush with the right margin. Continue the text two lines below the name of the addressee. Allow side and bottom margins of 1 inch.

The complimentary closing is typed two lines below the body of the letter, flush with the left margin. Use the closing "Sincerely," in most cases. Use the complimentary closing "Very truly yours," for disciplinary letters.

Type the signer's name in all caps six lines below the last line of the complimentary close, flush with the left margin. Type the signer's title (initial caps only) on the next line. Do not repeat organizational names such as Division or Area if it already appears on the letterhead.

When material accompanies a letter, identify it in the text or in the bottom notation as an enclosure, not as an attachment. When an enclosure is identified in the text, type the word "Enclosure" flush with the left margin, two lines below the last line of the signer's title. For more than one enclosure, use the plural form and indicate the number of enclosures. When an enclosure is not identified in the text, type as in the example below.

When material referred to in the text is to be sent under separate cover, type "Separate Cover:" flush with the left margin, two lines below the signer's title or the enclosure notation (if used). List the material, whether or not identified in the text. Send a copy of the letter with the material sent under separate cover.

The "cc" notation is typed flush with the left margin, two lines below the last line of the signature element or the enclosure or separate cover listing. If there isn't enough room as in this example, type "cc:" on the line with the signer's name, starting at the center of the page. Below the "cc:" notation, list the name and office abbreviation or company name of the "cc:" addressee. List "cc:" addressee's one below the other. Mark or highlight each copy for the respective "cc" addressee.

Sincerely,

OLGA R. LEE
Secretary to the Director

Enclosure:
NPA Secretarial Handbook

cc:
J. S. Smith, HRD
R. D. Boy, GSA
T. D. Jones, FMD
C.A. Brown, NPS

FOREIGN CORRESPONDENCE

Countries for which correspondence needs clearance:

Algeria	Latvia	Romania	Syria
Bulgaria	Lithuania	Singapore	Taiwan
Egypt	Poland	Soviet Union	
Hungary	Rhodesia	Sudan	

Send books, scientific and technical journals, publications, and printed material exchanged with persons and scientific or technical institutions directly to addressee. No clearance is needed.

Note: You can attach a note (example: "here are the reprints you requested") even if printed on letterhead without clearance from CMU. However, if the correspondence talks about any type of research, cooperative work, program efforts, etc....then it has to be cleared by CMU.

Correspondence, reprints, germplasm, etc., ARE NOT allowed to be sent to the following countries:

Afghanistan	Cuba	Libya
Albania	Iran	North Korea
Cambodia	Iraq	Yemen

Addresses for Agricultural Attaches, Counselors, and Officers can be found in the Foreign Agricultural Service (FAS) Overseas Directory. A copy of the latest version can be obtained by contacting the Correspondence Management Unit (CMU).

Step	Action
1	Originator will forward the following package (through supervisory channels) to the Area Director's Office: <ul style="list-style-type: none"> • 1 original letter (signed and undated) with enclosures, if any • 3 xerox copies of the letter • <u>Foreign Agricultural Service (FAS)</u> - copy of letter only • <u>American Embassy</u> - copy of letter with copy of enclosures and incoming letter • <u>Area Director</u> - copy of letter with copy of enclosures and incoming letter • 1 yellow copy of the letter with copy of enclosures and original copy of incoming letter • 1 envelope with addressee's address (without postage) • 1 envelope with originator's address (without postage)
2	Area Director's Office will review, retain AD copy, and forward the package to CMU for clearance.
3	CMU will: <ul style="list-style-type: none"> • obtain approval • date the letter • forward the package to FAS for processing
4	FAS will: <ul style="list-style-type: none"> • mail out the original letter using the provided envelope • provide a copy of the letter to the American Embassy • mail the yellow copy of the letter back to the originator using the provided envelope
5	Originator will mail out any "cc:" copies after receiving the yellow dated copy from FAS.

CONGRESSIONAL CORRESPONDENCE

All Congressional correspondence directed to individuals within the Agency can, if appropriate, be responded to by the individual. However, that correspondence must be cleared, through supervisory channels, by the ARS Correspondence Management Unit (CMU). The correspondence must be approved by the Legislative Affairs Office and the Administrator's Office before final transmission to the Congress.

Step	Action
1	Originator will generate a draft (double spaced) copy of the letter.
2	Originator will have the draft copy initialed by the Research Leader, Center Director/Lab Director, and Area Director's Office.
3	Originator will fax a copy of the initialed draft letter and a copy of the incoming letter, if any, to CMU.
4	CMU will obtain initials from Legislative Affairs and the Administrator's Office.
5	CMU will fax the approved draft letter to the originator.
6	Originator will mail out the signed letter to addressee and any "cc:" copies.
7	Originator will forward 2 copies of the signed letter to CMU for filing. (1=CMU, 1=Legislative Affairs)
8	Originator will file the yellow copy of the letter and attach the initialed draft to show approval was obtained.



United States Department of Agriculture
Research, Education and Economics
Agricultural Research Service

December 9, 1998

Sample

Honorable John Burns
United States Senator
712 Main Street
Fort Collins, Colorado 80525

Dear Senator Burns:

This is an example of a formal letter to a Senator. Always use the formal letter for letters addressed to the President; Vice President; members of the White House staff; Members of Congress; Justices of the Supreme Court; heads of departments and agencies outside the Department; State Governors; mayors; and foreign government officials.

Letters to congressional delegates must clear through supervisory channels to the ARS Correspondence Management Unit (CMU). The following table shows the steps in obtaining approval. When you receive your approval from CMU, the letter can be sent out. Forward two copies of the final letter to CMU. Be sure to include the dictator's legend in the draft and final copies that go to CMU, and your file (yellow) copy. The legend includes the Agency, Area, office, dictator's initials and surname, typist's initials, telephone number, date of typing, and file name. Example: ARS:NPA:W.H.Blackburn:orl:970-229-5557:12-09-98:DocName- s:\shared\ad\burns.wpd

Sincerely,

A. W. INFORMATION
Area Director

Enclosure



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Forms of Address

The following list shows the address element, salutation, and complimentary close, when used, for certain addresses.

Addressee	Address on Letter (Note: use DC (no periods) on the Envelope)	Salutation and Complimentary Close
<u>THE WHITE HOUSE</u> The President	The President The White House Washington, D.C. 20500	Dear Mr., Madam President: Respectfully, or The President Respectfully submitted,
Spouse of the President	Mrs. (full name) The White House Washington, D.C. 20500	Dear Mrs., Mr. (surname) ¹ Sincerely,
Assistant to the President	The Honorable (full name) Assistant to the President	Dear Mr., Mrs., Miss, Ms.
Former President ²	Formal: The Vice President United States Senate Washington, D.C. 20510 Informal: The Honorable (full name) The Vice President of the United States Washington, D.C. 20501	Dear Mr., Madam Vice President: Sincerely, Dear Mr., Madam Vice President: Sincerely,
Former Vice President	The Honorable (full name) (no title) (local address) (ZIP code)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
Director, Office of Management and Budget	The Honorable (full name) Director, Office of Management and Budget Washington, D.C. 20503	Dear Mr., Mrs., Miss, Ms. (surname):
<u>THE FEDERAL JUDICIARY</u> The Chief Justice	The Chief Justice The Supreme Court Washington, D.C. 20543	Dear Chief Justice: Sincerely,
Associate Justice	Justice (surname) The Supreme Court Washington, D.C. 20543	Dear Justice (surname): Sincerely,
The Clerk of the Supreme Court	The Clerk of the Supreme Court The Supreme Court Washington, D.C. 20543	Dear Mr., Mrs., Miss, Ms. (surname) Sincerely,
<u>THE CONGRESS</u> President of the Senate	The Honorable (full name) President of the Senate Washington, D.C. 20510	Dear Mr., Madam president: Sincerely,
Speaker of the House of Representatives	The Honorable (full name) Speaker of the House of Representatives Washington, D.C. 20515	Dear Mr., Madam Speaker: Sincerely,
United States Senator	The Honorable (full name) United States Senate Washington, D.C. 20510 or The Honorable (full name) United States Senator (Congressional District Office address) (City) (State) (ZIP code)	Dear Senator (surname): Sincerely,

United States Representative	The Honorable (full name) House of Representatives Washington, D.C. 20515 or The Honorable (full name) Member, United States House of Representatives (local address) (ZIP Code)	Dear Mr., Mrs., Miss, Ms. (surname): or Dear Congressman, Congresswoman (surname): Sincerely,
Committee Chairman Chairwoman Chair	The Honorable (full name) Chairman, Committee on (name) United States Senate Washington, D.C. 20510 or The Honorable (full name) Chairman, Committee on (name) House of Representatives Washington, D.C. 20515	Dear Mr. Chairman: Madam Chairwoman: Chair: Sincerely,
Subcommittee Chairman	The Honorable (full name) Chairman, Committee on (name) (name of parent Committee) United States Senate Washington, D.C. 20510 or The Honorable (full name) Chairman, Subcommittee on (name) (name of parent Committee) House of Representatives Washington, D.C. 20515	Dear Mr., Madam Chairman: Sincerely,
Joint Committee Chairman	The Honorable (full name) Chairman, Joint Committee on (name) Congress of the United States Washington, D.C. (ZIP code)	Dear Mr., Madam Chairman: Sincerely,
Senator-elect Representative-elect	The Honorable (full name) United States Senator-elect or Representative-elect (address, if given) or Care of the United States Senate or House of Representatives	Dear Senator-elect (surname) Sincerely, Dear Congressman-elect: Sincerely,
Office of a Deceased Senator or Representative	Office of the late Senator ¹ (full name) United States Senate Washington, D.C. 20510 or Office of the Late Representative (full name) House of Representatives Washington, D.C. 20510	Sir: or Madam: Sincerely,
Secretary of the United States Senate	The Honorable (full name) Secretary of the Senate United States Senate Washington, D.C. 20510	Dear M., Mrs., Miss, Ms. (surname): Sincerely,
Delegate	The Honorable (full name) Delegate from (name) United States House of Representatives Washington, D.C. 20515	Dear Mr. Mrs., Miss, Ms. (surname): Sincerely,
<u>LEGISLATIVE AGENCIES</u> Comptroller General	The Honorable (full name) Comptroller General of the United States Washington, D.C. 20515	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
Librarian of Congress	The Honorable (full name) Librarian of Congress Library of Congress Washington, D.C. 20540	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,

Public Printer	The Honorable (full name) Public Printer U.S. Government Printing Office Washington, D.C. 20401	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
<u>EXECUTIVE DEPARTMENTS</u> Cabinet Members	The Honorable (full name) Deputy Secretary of (name of Department) Washington, D.C. (ZIP code) or The Honorable (full name) Assistant Secretary of (name of Department) Washington, D.C. (ZIP code) or The Honorable (full name) Under Secretary of (name of Department) Washington, D.C. (ZIP code)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
Postmaster General	The Honorable (full name) Postmaster General Washington, D.C. 20260	Dear Mr., Madam Postmaster General:
<u>AMERICAN MISSIONS</u> American Ambassador	The Honorable (full name) American Ambassador (City) (Country)	Sir: Madam: (formal) Dear Mr., Madam Ambassador: (informal) Very truly yours, (formal) Sincerely, (informal)
Personal (Special) Representative of the President	The Honorable (full name) Personal Representative of the President of the United States of America to (Country) (City) (State/Country)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
American Consul General or American Consul	Mr. (full name) American Consul General (or American Consul) (City) (Country)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
<u>FOREIGN DIPLOMATIC MISSIONS</u> Foreign Ambassador in the United States	His (Her) Excellency (full name) Ambassador of (Country) Washington, D.C. (ZIP code)	Excellency: (formal) Dear Mr., Madam Ambassador: (informal) Very truly yours, (formal) Sincerely, (informal)
Foreign Minister in the United States (head of a Legation)	The Honorable (full name) Minister of (Country) Washington, D.C. (ZIP code)	Dear Mr., Madam Minister: Sincerely,
Foreign Minister Counselor in the United States	The Honorable (full name) Minister Counselor Embassy of (Country) Washington, D.C. (ZIP code)	Dear Mr., Madam Minister: Sincerely,
<u>INTERNATIONAL ORGANIZATIONS</u> United States Representative to the United Nations or Organization of American States	The Honorable (full name) United States Representative to the United Nations (or Organi- zation of American States) (City) (State) (ZIP code)	Sir: or Madam: (formal) Dear Mr., Madam Ambassador: (informal) Very truly yours, (formal) Sincerely, (informal)
<u>STATE AND LOCAL GOVERNMENTS</u> Governor of State	The Honorable (full name) Governor of (State) (City) (State) (ZIP code)	Dear Governor (surname): Sincerely,
Lieutenant Governor	The Honorable (full name) Lieutenant Governor of (State) (City) (State) (ZIP code)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,

State Senator	The Honorable (full name) (State) Senate (City) (State) (ZIP code)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
State Representative Assemblyman Delegate	The Honorable (full name) (State) House of Representatives (or Assembly or house of Delegates) (City) (State) (ZIP code)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
Mayor	The Honorable (full name) Mayor of (City) (City) (State) (ZIP code)	Dear Mayor (surname): Sincerely,

¹i.e., last name.

²Use the Honorable unless the former President is entitled to another distinctive title (for example, military) and prefers to be addressed by it. For example, General (full name); Dear General (surname).

³Dear Mr. Chairman is most commonly used; however, Madam Chairwoman and Chair are options.

⁴If the name of the late Senator's secretary or administrative assistant is known, the letter may be addressed to that person by name.