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FORMS OF ADDRESS

FORMS OF ADDRESS

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## INTRODUCTION TO FORMS OF ADDRESS

The examples of addresses and salutations given in this section are conventional forms in general use. Personal judgment is needed in adapting the forms shown here to the many persons and positions that could not be included in the lists.

Titles are flexible in their use; for example, the customary title "The Honorable" may be replaced by another such as "General," "Dr." or "His Excellency."

All Presidential appointees and Federal and State elective officials are addressed as "The Honorable." As a rule, county and city officials, with the exception of mayors, are not addressed as "The Honorable."\*

A person once entitled to be addressed as "Judge," "General," "The Honorable," "His Excellency," or a similar distinctive title, may retain the title throughout his lifetime. The personal preference of those no longer holding distinctive positions is the guide to use of titles.

In salutations to persons in positions that may be held by men or by women, only the title "Mr." is shown in the examples given here. When a woman occupies the position, the title "Madam" is substituted for "Mr." before such formal terms as "President," "Vice President," "Chairman," "Secretary," "Ambassador," and "Minister." The title "Miss" or "Mrs." is substituted for "Mr." when the name rather than a formal title follows.

The complimentary close is "Sincerely" unless otherwise indicated.

\*Records Office (X-2226) can furnish information re if an individual should be addressed as "The Honorable."



## ADDRESSEE

ADDRESS ON LETTER  
AND ENVELOPE

## SALUTATION

THE PRESIDENT AND THE PRESIDENT'S WIFE

The President (formal)	The President The White House Washington, D.C. 20500	Dear Mr. President:
The President (informal)	The Honorable ... .. The President of the United States Washington, D.C. 20500	Dear Mr. President:
The President and Wife	The President and Mrs. ... .. The White House Washington, D.C. 20500	Dear Mr. President and Mrs. ....:
Wife of the President	Mrs. ... .. The White House Washington, D.C. 20500	Dear Mrs. ....:
Former President	The Honorable ... .. (address)	Dear Mr. ....:
Former President and Wife	The Honorable and Mrs. ... .. (address)	Dear Mr. and Mrs. ...:

THE PRESIDENT'S STAFF

Presidential Appointee	The Honorable ... .. (Title) The White House Washington, D.C. 20500	Dear Mr. ....:
Non-Appointed Staff member	Mr. ... .. (Title) The White House Washington, D.C. 20500	Dear Mr. ....:



THE VICE PRESIDENT AND THE VICE PRESIDENT'S WIFE

The Vice President  
(formal)

The Vice President  
United States Senate  
Washington, D.C.

Dear Mr. Vice President:

The Vice President  
(informal)

The Honorable ... ..  
The Vice President  
of the United States  
Washington, D.C.

Dear Mr. Vice President:

\*President of the Senate

The Honorable ... ..  
President of the Senate  
Washington, D.C. 20510

Dear Mr. President:

The Vice President  
and Wife

The Vice President and  
Mrs. ....:

Dear Mr. Vice President  
and Mrs. ....:

Wife of the  
Vice President

Mrs. ... ..  
(Address)

Dear Mrs. ....:

Former Vice President

The Honorable ... ..  
(Address)

Dear Mr. ....:

Former Vice President  
and Wife

The Honorable and Mrs. ... ..  
(Address)

Dear Mr. and Mrs. ...:

\* The Vice President is the President of the Senate.





ADDRESSEE

ADDRESS ON LETTER  
AND ENVELOPE

SALUTATION

THE FEDERAL JUDICIARY

SUPREME COURT OF THE UNITED STATES

The Chief Justice	The Honorable ... .. The Chief Justice of the United States Washington, D.C.	Dear Mr. Chief Justice:
-------------------	---	-------------------------

Wife of the Chief Justice	Mrs. ... .. (Address)	Dear Mrs. ....:
---------------------------	--------------------------	-----------------

Associate Justice	The Honorable ... .. Associate Justice Supreme Court of the United States Washington, D.C.	Dear Mr. Justice:
-------------------	--	-------------------

Former Chief Justice	The Honorable ... .. (Address)	Dear Mr. Chief Justice:
----------------------	-----------------------------------	-------------------------

UNITED STATES COURT OF APPEALS

Chief Judge (Numbered Circuit)	The Honorable ... .. Chief Judge United States Court of Appeals for the (Number) Circuit (City, State)	Dear Judge ....:
-----------------------------------	--	------------------

Chief Judge (Dist. of Col. Circuit)	The Honorable ... .. Chief Judge United States Court of Appeals for the District of Columbia Washington, D.C.	Dear Judge ....:
--	---	------------------

Judge (Numbered Circuit)	The Honorable ... .. Judge United States Court of Appeals for the (Number) Circuit (City, State)	Dear Judge ....:
-----------------------------	--	------------------

Judge (Dist. of Col. Circuit)	The Honorable ... .. Judge United States Court of Appeals for the District of Columbia Washington, D.C.	Dear Judge ....:
----------------------------------	---	------------------



THE FEDERAL JUDICIARY -- ContinuedUNITED STATES COURT OF CLAIMS

Chief Judge	The Honorable .. ... Chief Judge United States Court of Claims Washington, D.C.	Dear Judge ....:
-------------	--	------------------

Associate Judge	The Honorable ... ... Associate Judge United States Court of Claims Washington, D.C.	Dear Judge ....:
-----------------	---	------------------

UNITED STATES COURT OF CUSTOMS AND PATENT APPEALS

Chief Judge	The Honorable ... ... Chief Judge United States Court of Customs and Patent Appeals Washington, D.C.	Dear Judge ....:
-------------	--	------------------

Associate Judge	The Honorable ... ... Associate Judge United States Court of Customs and Patent Appeals Washington, D.C.	Dear Judge ....:
-----------------	--	------------------



ADDRESSEE

ADDRESS ON LETTER  
AND ENVELOPE

SALUTATION

THE FEDERAL JUDICIARY -- Continued

UNITED STATES CUSTOMS COURT

Chief Judge

The Honorable ... ..  
Chief Judge  
United States Customs Court  
Washington, D.C.

Dear Judge ...:

Judge

The Honorable ... ..  
Judge  
United States Customs Court  
Washington, D.C.

Dear Judge ...:

UNITED STATES DISTRICT COURTS

Chief Judge  
(Region)

The Honorable ... ..  
Chief Judge  
United States District Court  
for the (Region, if any)  
District of (State)  
(City, State)

Dear Judge ...:

Judge

The Honorable ... ..  
Judge  
United States District Court  
for the (Region, if any)  
District of (State)  
(City, State)

Dear Judge ...:

Note: For a Justice of a State Supreme Court, see State Government officials.

For a Judge of a District of Columbia Court, see District of Columbia Government.

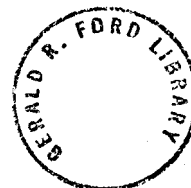


THE CONGRESSUNITED STATES SENATE \*

**President of the Senate	The Honorable ... .. President of the Senate Washington, D.C. 20510	Dear Mr. President:
President pro Tempore	The Honorable ... .. President pro Tempore of the Senate Washington, D.C. 20510	Dear Mr. President:
Majority Leader or Minority Leader	The Honorable ... .. (Majority/Minority) Leader United States Senate Washington, D.C. 20510	Dear Senator ....:
Senator (man or woman) (Washington, D.C.)	The Honorable ... .. United States Senate Washington, D.C. 20510	Dear Senator ....:
Senator (man or woman) (Away from Washington)	The Honorable ... .. United States Senator (Address)	Dear Senator ....:
Senator-elect	The Honorable ... .. United States Senator-elect (Address, if given) or Senate Office Building Washington, D.C. 20510	Dear Mr. ....:
Former Senator (man or woman)	The Honorable ... .. (No Title) (Address)	Dear Senator ....:

\* The names of the Senators and Representatives, as well as their titles are listed in the Congressional Directory.

\*\* The Vice President is the President of the Senate.



THE CONGRESS -- ContinuedUNITED STATES SENATE -- Continued

Chaplain of the Senate	The Reverend ... .. Chaplain of the Senate Washington, D.C. 20510	Dear (Title*) ....:
Secretary of the Senate	The Honorable ... .. Secretary of the Senate Washington, D.C. 20510	Dear Mr. ....:
Majority Secretary or Minority Secretary	Mr. ... .. Secretary for the (Majority/Minority) Senate Office Building Washington, D.C. 20510	Dear Mr. ....:
Administrative Assistant to a United States Senator	Mr. ... .. Administrative Assistant to the Honorable ... .. Senate Office Building Washington, D.C. 20510	Dear Mr. ....:
Secretary to a United States Senator	Mr. ... .. Secretary to the Honorable ... .. Senate Office Building Washington, D.C. 20510	Dear Mr. ....:

\* The title is "Mr.", "Dr.", and so forth, as appropriate.  
The tile of "Reverend" is not used with the surname alone.



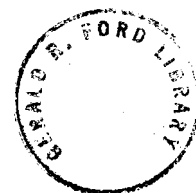
## ADDRESSEE

ADDRESS ON LETTER  
AND ENVELOPE

## SALUTATION

THE CONGRESS -- ContinuedUNITED STATES HOUSE OF REPRESENTATIVES

Speaker of the House	The Honorable The Speaker U.S. House of Representatives Washington, D.C. 20515	Dear Mr. Speaker:
Majority Leader or Minority Leader	The Honorable ... .. (Majority/Minority) Leader House of Representatives Washington, D.C. 20515	Dear Mr. ... or Dear Congressman ....:
Representative (Washington, D.C.)	The Honorable ... .. House of Representatives Washington, D.C. 20515	Dear Mr. ... or Dear Congressman ....:
Representative (Woman)	The Honorable ... .. House of Representatives Washington, D.C. 20515	Dear Mrs./Miss ....:
Representative (Away from Washington)	The Honorable ... .. Member, United States House of Representatives (Address)	Dear Mr. ... or Dear Congressman ....:
Administrative Assistant to Representative	Mr. ... .. Administrative Assistant to the Honorable ... .. (Address)	Dear Mr. ....:
Resident Commissioner from Puerto Rico	The Honorable ... .. Resident Commissioner from Puerto Rico House of Representatives Washington, D.C. 20515	Dear Commissioner:
Representative-elect	The Honorable ... .. United States Representative-elect (Address, (if given)) or House Office Building Washington, D.C. 20515	Dear Mr. ....:
Former Representative	The Honorable ... .. (No Title) (Address)	Dear Mr. ....:



THE CONGRESS -- ContinuedUNITED STATES HOUSE OF REPRESENTATIVES -- Continued

Chaplain of the House	The Reverend ... .. Chaplain of the House of Representatives Washington, D.C. 20515	Dear (Title*) ....:
Clerk of the House	The Honorable ... .. Clerk of the House of Representatives Washington, D.C. 20515	Dear Mr. ....:
Majority Clerk or Minority Clerk	Mr. ... .. (Majority/Minority) Clerk House Office Building Washington, D.C. 20515	Dear Mr. ....:
Secretary to a United States Representative	Mr. ... .. Secretary to the Honorable ... .. House Office Building Washington, D.C. 20515	Dear Mr. ....:

\* The title is "Mr.", "Dr.", and so forth, as appropriate.  
The title "Reverend" is not used with the surname alone.



## ADDRESSEE

ADDRESS ON LETTER  
AND ENVELOPE

## SALUTATION

THE CONGRESS -- ContinuedCOMMITTEES\*Chairman  
(Senate or House  
Committee)The Honorable ... ..  
Chairman  
Committee on ...  
(United States Senate/  
House of Representatives)  
Washington, D.C.Dear Mr. Chairman:(formal)  
Dear Senator ...:(informal)  
Dear Mr. ...:(for repre-  
sentative)Chairman  
(Senate or House  
Subcommittee)The Honorable ... ..  
Chairman  
Subcommittee on ...  
(Name of parent committee)  
(United States Senate/  
House of Representatives)  
Washington, D.C.Dear Mr. Chairman:(formal)  
Dear Senator ...:(informal)  
Dear Mr. ...:(for repre-  
sentative)JOINT COMMITTEES\*Chairman of a Joint  
CommitteeThe Honorable ... ..  
Chairman  
Joint Committee on ...  
Congress of the United States  
Washington, D.C.Dear Mr. Chairman:  
(formal)  
Dear Senator ...:(informal)  
Dear Mr. ...:(for repre-  
sentative)

\* The names of the Standing Committees of the Senate and House of Representatives, as well as those of the Joint Congressional Committees, are listed in the Congressional Directory.





THE EXECUTIVE DEPARTMENTSMEMBERS OF THE CABINET AND THEIR WIVES

Members of the Cabinet  
addressed as "Secretary"

(Formal)	The Honorable ... .. The Secretary of (Department*) Washington, D.C.	Dear Mr. (or Madam) Secretary:
(Informal)	The Honorable ... .. Secretary of (Department*) Washington, D.C.	Dear Mr. (or Madam) Secretary:
Secretary and Wife	The Honorable and Mrs. ... .. Department of (name) Washington, D.C.	Dear Mr. Secretary and Mrs. ....:
Secretary and Husband	The Honorable ... .. and Mr. ... Department of (name) Washington, D.C.	Dear Madam Secretary and Mr. ....:

\* Titles for Cabinet Members addressed as Secretary:

Secretary of State	Secretary of Labor
Secretary of the Treasury	Secretary of Health, Education, and Welfare
Secretary of Defense	Secretary of Housing and Urban Development
Secretary of the Interior	Secretary of Transportation
Secretary of Agriculture	
Secretary of Commerce	



THE EXECUTIVE DEPARTMENTS -- ContinuedMEMBERS OF THE CABINET AND THEIR WIVES -- Continued

Attorney General (Formal)	The Honorable ... .. The Attorney General Washington, D.C.	Dear Mr. Attorney General:
(Informal)	The Honorable ... .. The Attorney General Washington, D.C.	Dear Mr. Attorney General:
Attorney General and Wife	The Honorable and Mrs. ... .. Department of Justice Washington, D.C.	Dear Mr. Attorney General and Mrs. ....:
Acting Member of the Cabinet addressed as "Secretary"	The Honorable ... .. Acting Secretary of (Department*) Washington, D.C.	Dear Mr. Secretary:

MILITARY DEPARTMENTS

Secretary (Formal)	The Honorable ... .. The Secretary of the (Army, Navy, or Air Force) Washington, D.C.	Dear Mr. Secretary:
(Informal)	The Honorable ... .. Secretary of the (Army, Navy, or Air Force) Washington, D.C.	Dear Mr. Secretary:

---

\* Titles for Cabinet Members addressed as Secretary:

Secretary of State	Secretary of Labor
Secretary of the Treasury	Secretary of Health, Education, and Welfare
Secretary of Defense	Secretary of Housing and Urban Development
Secretary of Interior	Secretary of Transportation
Secretary of Agriculture	
Secretary of Commerce	



ADDRESSEE

ADDRESS ON LETTER  
AND ENVELOPE

SALUTATION

THE EXECUTIVE DEPARTMENTS -- Continued

UNDER SECRETARIES  
AND  
DEPUTY AND ASSISTANT SECRETARIES OF THE DEPARTMENTS

Under Secretary	The Honorable ... .. Under Secretary of (Department*) Washington, D.C.	Dear Mr. ....:
Deputy Secretary	The Honorable ... .. Deputy Secretary of (Department*) Washington, D.C.	Dear Mr. ....:
Assistant Secretary	The Honorable ... .. Assistant Secretary of (Department*) Washington, D.C.	Dear Mr. ....:
Deputy Attorney General	The Honorable ... .. Deputy Attorney General Washington, D.C.	Dear Mr. ....:
Assistant Attorney General	The Honorable ... .. Assistant Attorney General Washington, D.C.	Dear Mr. ....:

\* Titles for the Under Secretaries, Deputy Secretaries, and Assistant Secretaries of the Departments:

Under/Deputy/Assistant	Secretary of State
" " "	Secretary of the Treasury
" " "	Secretary of Defense
" " "	Secretary of the Army
" " "	Secretary of the Navy
" " "	Secretary of the Air Force
" " "	Secretary of the Interior
" " "	Secretary of Agriculture
" " "	Secretary of Commerce
" " "	Secretary of Labor
" " "	Secretary of Health, Education, and Welfare
" " "	Secretary of Housing and and Urban Development
" " "	Secretary of Transportation



THE EXECUTIVE DEPARTMENTS -- ContinuedOTHER OFFICIALS

Solicitor General	The Honorable ... .. Solicitor General Department of Justice Washington, D.C.	Dear Mr. ....:
United States Attorney	The Honorable ... .. United States Attorney for the (Region) District of (State) (Address)	Dear Mr. ....:
Assistant United States Attorney	Mr. ... .. Assistant United States Attorney for the (Region) District of (State) (Address)	Dear Mr. ....:
United States Marshal	The Honorable ... .. United States Marshal for the (Region) District of (State) (Address)	Dear Mr. ....:
Assistant United States Marshal	Mr. ... .. Assistant United States Marshal for the (Region) District of (State) (Address)	Dear Mr. ....:
Commissioner of Internal Revenue	The Honorable ... .. Commissioner of Internal Revenue Washington, D.C.	Dear Mr. ...
Director Federal Bureau of Investigation	The Honorable ... .. Director Federal Bureau of Investigation Washington, D.C.	Dear Mr. ....:



ADDRESSEE

ADDRESS ON LETTER  
AND ENVELOPE

SALUTATION

THE EXECUTIVE DEPARTMENTS -- Continued

OTHER OFFICIALS -- Continued

District Director of Internal Revenue	Mr. ... .. District Director of Internal Revenue (Address)	Dear Mr. ....:
Collector of Customs	The Honorable ... .. Collector of Customs (Address)	Dear Mr. ....:
Postmaster (1st, 2nd, and 3rd Class Offices)	The Honorable ... .. Postmaster (Address)	Dear Mr. ....:
(4th Class Offices)	Mr. ... .. Postmaster (Address)	Dear Mr. ....:
Other Federal Officials Not Appointed by the President	Mr. ... .. (Title) (Address)	Dear Mr. ....:



## ADDRESSEE

ADDRESS ON LETTER  
AND ENVELOPE

## SALUTATION

THE EXECUTIVE OFFICE OF THE PRESIDENT

Director of the Office of Management and Budget	The Honorable ... .. Director Office of Management and Budget Washington, D.C.	Dear Mr. ....:
Chairman Council of Economic Advisers	The Honorable ... .. Chairman Council of Economic Advisers Washington, D.C.	Dear Mr. ....:
Executive Secretary National Security Council	The Honorable ... .. Executive Secretary National Security Council Washington, D.C.	Dear Mr. ....:
Director Office of Emergency Preparedness	The Honorable ... .. Director Office of Emergency Preparedness Washington, D.C.	Dear Mr. ....:
Executive Secretary National Aeronautics and Space Council	The Honorable ... .. Executive Secretary National Aeronautics and Space Council Washington, D.C.	Dear Mr. ....:
Director The Community Services Administration	The Honorable ... .. Director The Community Services Administration Washington, D.C.	Dear Mr. ....:
Special Representative for Trade Negotiations	The Honorable ... .. Special Representative for Trade Negotiations Washington, D.C.	Dear Mr. ....:



THE EXECUTIVE AND LEGISLATIVE AGENCIES

Chairman of a Board/Commission	The Honorable ... .. Chairman (Name of Board/Commission) Washington, D.C.	Dear Mr. ....:
Member of a Board/Commission	The Honorable ... .. Member (Name of Board/Commission) Washington, D.C.	Dear Mr. ....:
Administrator of an Agency	The Honorable ... .. Administrator (Name of Agency) Washington, D.C.	Dear Mr. ....:
Administrator of an Agency (with special title)	The Honorable ... .. Administrator of Veterans Affairs Washington, D.C.	Dear Mr. ....:
	The Honorable ... .. Administrator of General Services Washington, D.C.	Dear Mr. ....:
Director of an Agency	The Honorable ... .. Director (Name of Agency) Washington, D.C.	Dear Mr. ....:
Public Printer	The Honorable ... .. Public Printer Washington, D.C.	Dear Mr. ....:
Comptroller General	The Honorable ... .. Comptroller General of the United States Washington, D.C.	Dear Mr. ....:
Librarian of Congress	The Honorable ... .. Librarian of Congress Washington, D.C.	Dear Mr. ....:



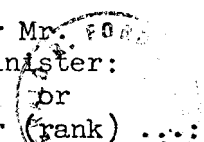
## ADDRESSEE

ADDRESS ON LETTER  
AND ENVELOPE

## SALUTATION

AMERICAN AMBASSADORS, MINISTERS, ETC.

NOTE: Letters to diplomatic officials who are out of the country usually are sent to the Department of State (through its Executive Secretariat) for transmittal in diplomatic pouch.

American Ambassador	The Honorable ... .. American Ambassador (City)	Dear Mr. Ambassador:
American Ambassador (Woman -- married or single)	The Honorable ... .. American Ambassador (City)	Dear Madam Ambassador: (formal) or Dear Miss Doe: or Dear Mrs. Doe: (informal)
Ambassador and Wife (when in the Embassy)	The Honorable The American Ambassador and Mrs. ... (City)	Dear Mr. Ambassador and Mrs. ....:
Ambassador and Wife (away from Embassy)	The Honorable The American Ambassador and Mrs. ... (Address)	Dear Mr. Ambassador and Mrs. ....:
American Ambassador (with military rank)	(Full rank) ... .. American Ambassador (City)	Dear Mr. Ambassador or Dear (rank) ....:
Former American Ambassador	The Honorable ... .. (Address)	Dear Ambassador ....: or Dear Mr. ....:
Personal (Special) Representative	The Honorable ... .. Personal Representative of the President of the United States of America to ... (Address)	Dear Mr. ....:
<hr/>		
American Minister	The Honorable ... .. American Minister (City)	Dear Mr. Minister:
American Minister (with military rank)	(Full rank) ... .. American Minister (City)	Dear Mr.  Minister: or Dear (rank) ....:



AMERICAN AMBASSADORS, MINISTERS, ETC. -- Continued

American Consul General	... .., Esquire American Consul General (City)	Dear Mr. ....:
-------------------------	--	----------------

ORGANIZATION OF AMERICAN STATES

Secretary General	The Honorable* ... .. Secretary General of the Organization of American States Pan American Union Washington, D.C. 20006	Dear Mr. Secretary General:
Assistant Secretary General	The Honorable ... .. Assistant Secretary General of the Organization of American States Pan American Union Washington, D.C. 20006	Dear Mr. (Dr.) ....:
United States Representa- tive on the Council of the Organization of American States	The Honorable ... .. United States Representa- tive on the Council of the Organization of American States Department of State Washington, D.C. 20525	Dear Mr. (Dr.) ....:

\* The Secretary General is addressed as "The Honorable" unless he is entitled to "His Excellency" by reason of a position previously held.



INTERNATIONAL ORGANIZATIONSUNITED NATIONS

Communications to the United Nations are addressed to the United States Representative to the United Nations, through the Department of State. Exceptions which are sent direct to the United States Representative include: those intended for the Economic and Social Council, the Disarmament Commission, the Trusteeship Council, and the delegation to the General Assembly (when it is in session). Direct communication with the United Nations is inappropriate unless exceptions arise. When it is necessary, the communication should be sent to the Secretary General of the United Nations through the United States Representative by means of a covering letter.

Secretary General of the United Nations	His Excellency ... .. Secretary General of the United Nations United Nations, New York 10017	Dear Mr. Secretary General:
Under Secretary of the United Nations	The Honorable* ... .. Under Secretary of the United Nations United Nations, New York 10017	Dear Mr. (Dr.) ...:
United States Representa- tive to the United Nations	The Honorable ... .. United States Representa- tive to the United Nations New York, New York 10017	Dear Mr. Ambassador:
Chairman, United States Delegation to the United Nations Military Staff Committee	The Honorable ... .. Chairman, United States Delegation United Nations Military Staff Committee United States Mission to the United Nations New York, New York 10017	Dear Mr. Chairman: or Dear (rank)...: or Dear Mr. (Dr.)...:

\* Use "His Excellency" only by reason of a position previously held.



INTERNATIONAL ORGANIZATIONS -- ContinuedUNITED NATIONS -- Continued

Senior Representative of the United States to the General Assembly of the United Nations	The Honorable ... .. Senior Representative of the United States to the General Assembly of the United Nations New York, New York 10017	Dear Mr. (Dr.) ....:
Senior Military Adviser to the United States Delegation to the United Nations General Assembly	(Full rank) ... .. Senior Military Adviser United States Delegation to the United Nation General Assembly New York, New York 10017	Dear (rank) ....:
United States Representa- tive to the Economic and Social Council	The Honorable ... .. United States Representa- tive on the Economic and Social Council of the United Nations New York, New York 10017	Dear Mr. (Dr.) ....:
United States Representa- tive to the United Nations Disarmament Commission	The Honorable ... .. United States Representa- tive on the Disarmament Commission of the United Nations New York, New York 10017	Dear Mr. (Dr.) ....:
United States Representa- tive to the Trusteeship Council	The Honorable ... .. United States Representa- tive on the Trusteeship Council of the United Nations New York, New York 10017	Dear Mr. (Dr.) ....:
Foreign Representative to the United Nations with the rank of Ambassador	His Excellency ... .. Representative of (country) to the United Nations (Address)	Dear Mr. Ambassador:



INTERNATIONAL ORGANIZATIONS -- ContinuedINTERNATIONAL COMMISSIONS

Head of United States Delegation to an International Commission	The Honorable ... .. (Title) (Name of Commission) (Address)	Dear Mr. (Dr.) ....:
International Joint Commission	(Name of Commission) (Address)	Sirs:
United States Member of an International Joint Commission	The Honorable ... .. American Commissioner (Name of Commission) (Address)	Dear Mr. Commissioner:
United States Representa- tive on an Interim Commission	Mr. ... .. (Title) (Name of Commission) (Parent Organization, if any) (Address)	Dear Mr. (Dr.) ....:



FOREIGN OFFICIALS

NOTE: Examples given here indicate the form of address only. For the exact names, titles, and orders, it is suggested that the Correspondence Review Staff in the Department of State be consulted.

BRITISH

The King	His Majesty King (Name and Roman Numeral) London, England	Your Majesty: (formal) or Dear King ...: (informal)
The Queen	Her Majesty Queen ... London, England	Your Majesty: (formal) or Dear Queen ...: (informal)
Husband of the Queen	His Royal Highness The Prince ... (Title) London, England	Sir: (formal) or Dear Prince ...: (informal)
Secretary of State for Foreign Affairs	The Right Honorable (Full name)* Secretary of State for Foreign Affairs London, England	Dear Mr. Secretary of State:

\* The initials of any Order, Decoration, or Honor are to follow on the same line.



FOREIGN OFFICIALS -- ContinuedBRITISH -- Continued

Prime Minister	The Right Honorable (Full name)* Prime Minister London, England	Dear Mr. Prime Minister:
Member of the House of Lords	The Right Honorable The Earl of ... (Address)	Dear Lord ....:
Member of the House of Commons  (with title)	The Right Honorable (when appropriate) (Full name)* (Address)	Dear Sir ....:
 (without title)	or Sir ... ...* (Address)	
	(Full name), Esquire, M.P. (Address)	Dear Mr. ....:
Governor General	His Excellency The Right Honorable (Full name)* Governor General of (name of country (City)	Dear Governor General:

---

\* The initials of any Order, Decoration, or Honor are to follow on the same line.



FOREIGN OFFICIALS -- ContinuedOTHER FOREIGN OFFICIALS

King	His Majesty King (Name and Roman Numeral) (City, country)	Your Majesty: (formal) or Dear King ...: (informal)
Queen	Her Majesty Queen ... (City, country)	Your Majesty: (formal) or Dear Queen ...: (informal)
President of a Republic	His Excellency (Full name) President of (name of country) (City)	Dear Mr. President:
Premier	His Excellency (Full name) Premier of (name of country) (City)	Dear Mr. Premier:
Prime Minister*	His Excellency (Full name) Prime Minister of (name of country) (City)	Dear Mr. Prime Minister:
Minister of Foreign Affairs	His Excellency (Full name) Minister of Foreign Affairs of (name of country) (City)	Dear Mr. Minister:

\* For the British Prime Minister, see the British forms of address.



FOREIGN OFFICIALS -- ContinuedOTHER FOREIGN OFFICIALS -- Continued

Foreign Ambassador  
in the United States

His Excellency  
(Full name)  
Ambassador of (name of  
country)  
(Chancery address\*)  
Washington, D.C.

Dear Mr. Ambassador:

Foreign Minister  
in the United States

The Honorable ... ..  
Minister of (name of  
country)  
(Chancery address\*)  
Washington, D.C.

Dear Mr. Minister:

Foreign Charge  
d'Affaires ad  
interim in the  
United States

Mr. \*\* ... ..  
Charge d'Affaires ad  
interim of (name of  
country)  
(Chancery address\*)  
Washington, D.C.

Dear Mr. Charge  
d'Affaires:

\* Include on the envelope only the Chancery address given in the "Diplomatic List" and Washington, D.C., with the zip code.

\*\* Use "The Honorable" if the Charge d'Affaires ad interim has the personal rank of Minister Plenipotentiary.





ADDRESSEE

ADDRESS ON LETTER  
AND ENVELOPE

SALUTATION

UNITED STATES MILITARY PERSONNEL

JOINT CHIEFS OF STAFF

Chairman	(General/Admiral) ... .. Chairman Joint Chiefs of Staff Washington, D.C.	Dear (General/ Admiral ....:
Chief of Staff, U.S. Army	General ... .. Chief of Staff United States Army Washington, D.C.	Dear General ....:
Chief of Naval Operations	Admiral ... .. Chief of Naval Operations Washington, D.C.	Dear Admiral ....:
Chief of Staff, U.S. Air Force	General ... .. Chief of Staff United States Air Force Washington, D.C.	Dear General ....:
Commandant of the Marine Corps	General ... .. Commandant of the Marine Corps Washington, D.C.	Dear General ....:

Military abbreviations:

Adj. -- Adjutant	Lt. (jg) -- Lieutenant, junior grade
Adm. -- Admiral	Maj. -- Major
Brig. Gen. -- Brigadier General	Maj. Gen. -- Major General
Capt. -- Captain	M. Sgt. -- Master Sergeant
Cdr. -- Commander	Pfc. -- Private, first class
Col. -- Colonel	PO -- Petty Officer
Cpl. -- Corporal	Pvt. -- Private
CWO -- Chief Warrant Officer	R. Adm. -- Rear Admiral
1st Lt. -- First Lieutenant	2d Lt. -- Second Lieutenant
1st Sgt. -- First Sergeant	Sfc. -- Sergeant, first class
Gen. -- General	Sgt. -- Sergeant
Lt. -- Lieutenant	S. Sgt. -- Staff Sergeant
Lt. Cdr. -- Lieutenant Commander	T. Sgt. -- Technical Sergeant
Lt. Col. -- Lieutenant Colonel	V. Adm. -- Vice Admiral
Lt. Gen. -- Lieutenant General	WO -- Warrant Officer



MILITARY PERSONNELCOMMISSIONED AND WARRANT OFFICERSTHE ARMY, THE AIR FORCE AND THE MARINE CORPS

General	(Rank, name, service designation*)	Dear General ...:
Lieutenant General	(Post Office address of	
Major General	organization and station)	
Brigadier General		
Colonel	(same as above)	Dear Colonel ...:
Lieutenant Colonel		
Major	(same as above)	Dear Major ...:
Captain	(same as above)	Dear Captain ...:
First Lieutenant	(same as above)	Dear Lieutenant ...:
Second Lieutenant		
Chief Warrant Officer	(same as above)	Dear Mr. ...:
Warrant Officer		
Chaplain	Chaplain ... . (Rank and service designation*) (Post Office address of organization and station)	Dear Chaplain ...:
Retired Officer	(Rank, name, service designation*, Ret.) (Address)	Dear (Rank) ...:

THE NAVY AND THE COAST GUARD

Admiral	(Rank, name, service designation*)	Dear Admiral ...:
Vice Admiral	(Post Office address of	
Rear Admiral	organization and station)	
Commodore	(Same as above)	Dear Commodore ...:

\* Service designations are abbreviated as follows: USA, USN, USAF, USMC, USCG.  
For Reserve Personnel: USAR, USNR, USAFR, USMCR, USCGR.

For Military abbreviations see Page 63.

APO/FPO Addresses

## AIRMAIL

Rank/Name/Service Designation  
Service Number

/////  
/////  
/////

APO (or FPO), San Francisco 96/// (state omitted)

or

APO (or FPO), New York 09///  
(state omitted)



COMMISSIONED AND WARRANT OFFICERS -- ContinuedTHE NAVY AND THE COAST GUARD -- Continued

Captain	(Rank, name, service designation*) (Post Office address of organization and station)	Dear Captain ....:
Commander	(Same as above)	Dear Commander ....:
Lieutenant Commander	(Same as above)	Dear Commander ....:
Lieutenant		Dear Lieutenant ....:
Lieutenant (jg)		Dear Lieutenant ....:
Ensign		Dear Ensign ....:
Chief Warrant Officer		Dear Mr. ....:
Warrant Officer		Dear Mr. ....:
Chaplain	Chaplain ... .. (Rank and service designation*) (Post Office address of organization and station)	Dear Chaplain ....:
Retired Officer	(Rank, name, service designation*, Ret.) (Address)	Dear (Rank) ....:

ACADEMIES OF THE MILITARY SERVICES

Cadet of:		
U.S. Military Academy	Cadet ... .. (Address)	Dear Cadet ....:
Midshipman of:		
U.S. Naval Academy	Midshipman ... .. (Address)	Dear Midshipman ....:
Air Cadet of:		
U.S. Air Force Academy	Air Cadet ... .. (Address)	Dear Air Cadet ....:

\* Service designations are abbreviated as follows: USA, USN, USAF, USMC, USCG.  
For Reserve Personnel: USAR, USNR, USAFR, USMCR, USCGR.

For Military abbreviations see page 63

For Military man and wife - (sample) Lieutenant J. R. Smith, USA and Mrs. Smith



ADDRESSEE

ADDRESS ON LETTER  
AND ENVELOPE

SALUTATION

ENLISTED PERSONNEL

ARMY

Sergeant Major First Sergeant Master Sergeant Sergeant First Class Staff Sergeant Sergeant	(Rank, name, service designation*) (Post Office address of organization and station)	Dear Sergeant ...:
Corporal	(Same as above)	Dear Corporal ...:
Specialist 9, 8, 7, 6, 5, and 4	(Same as above)	Dear Specialist ...:
Private First Class Private	(Same as above)	Dear Private ...:

AIR FORCE

Chief Master Sergeant Senior Master Sergeant Master Sergeant Technical Sergeant Staff Sergeant	(Rank, name, service designation*) (Post Office address of organization and Station)	Dear Sergeant ...:
Airman First Class Airman Second Class Airman Third Class Airman	(Same as above)	Dear Airman ...:

\* Service designations are abbreviated as follows: USA, USN, USMC, USCG.  
For Reserve Personnel: USAR, USNR, USAFR, USMCR, USCGR.

For Military abbreviation see page 63



ENLISTED PERSONNEL -- ContinuedMARINE CORPS

Sergeant Major	(Rank, name, service designation*)	Dear Sergeant ....:
Master Gunnery Sergeant	(Post Office address of	
First Sergeant	organization and station	
Master Sergeant		
Gunnery Sergeant		
Staff Sergeant		
Sergeant		

Corporal	(Same as above)	Dear Corporal ....:
Lance Corporal		

Private First Class	(Same as above)	Dear Private ....:
Private		

NAVY AND COAST GUARD

Master Chief Petty Officer	(Rate, name, service designation*)	Dear Mr. ....:
(Navy only)		
Senior Chief Petty Officer	(Post Office address of	
(Navy only)	organization and station)	
Petty Officer First Class		
Petty Officer Second Class		
Petty Officer Third Class		
Seaman		
Seaman Apprentice		
Seaman Recruit		

\* Service designations are abbreviated as follows: USA, USN, USAF, USMC, USCG.  
For Reserve Personnel: USAR, USNR, USAFR, USMCR, USCGR.

For Military abbreviations see page 63



STATE GOVERNMENT OFFICIALSEXECUTIVE AND JUDICIAL BRANCHES

Governor	The Honorable ... .. Governor of (State) (State Capital and State)	Dear Governor ...:
Governor and Wife	The Honorable and Mrs. ... .. (Address)	Dear Governor and Mrs. ...:
Acting Governor	The Honorable ... .. (Acting Governor of (State)) (State Capital and State)	Dear Governor ...:
Lieutenant Governor	The Honorable ... .. Lieutenant Governor of (State) (State Capital and State)	Dear Governor ...:
Governor-elect	The Honorable ... .. Governor-elect of (State) (Address)	Dear Mr. ...:
Former Governor	The Honorable ... .. (No title) (Address)	Dear Governor ...:
Secretary of State	The Honorable ... .. Secretary of State * State of (State) (State Capital and State)	Dear Mr. Secretary:
Assistants	Mr. ... .. Assistant to the Honorable ... .. State Capitol City, State	Dear Mr. ...:

\* The States of Kentucky, Massachusetts, Virginia and Pennsylvania use Commonwealth in place of the word State, e.g. the Commonwealth of Kentucky.



ADDRESSEE

ADDRESS ON LETTER  
AND ENVELOPE

SALUTATION

STATE GOVERNMENT OFFICIALS -- Continued

EXECUTIVE AND JUDICIAL BRANCHES

Chief Justice of the Supreme Court	The Honorable ... .. Chief Justice Supreme Court of the State* of (State) (State Capital and State)	Dear Mr. Chief Justice:
Attorney General	The Honorable ... .. Attorney General * State of (State) (State Capital and State)	Dear Mr. Attorney General:
Treasurer, Comptroller, or Auditor	The Honorable ... .. State (Treasurer, Comptroller, or Auditor) * State of (State) (State Capital and State)	Dear Mr. ....:
Chairman of a State Commission	The Honorable ... .. Chairman (Name of Commission) (State Capital and State)	Dear Mr. ....:
Commissioner of a State Commission	The Honorable ... .. Commissioner (Name of Commission) (State Capital and State)	Dear Mr. ....:

\* The States of Kentucky, Massachusetts, Virginia and Pennsylvania use Commonwealth in place of the word State, e.g. the Commonwealth of Kentucky.



STATE GOVERNMENT OFFICIALS -- ContinuedSTATE SENATE \*\*

President of the Senate	The Honorable ... .. President of the Senate of the State of (State) (State Capital and State)	Dear Senator ....:
State Senator	The Honorable ... .. Senator of the State of (State) (State Capital and State)	Dear Senator ....:
Secretary of the Senate	The Honorable ... .. Secretary of the Senate of the State of (State) (State Capital and State)	Dear Mr. ....:

STATE HOUSE OF REPRESENTATIVES, ASSEMBLY,  
OR HOUSE OF DELEGATES\* \*\*

Speaker of the House of Representatives, Assembly, or House of Delegates	The Honorable ... .. Speaker of the House of Representatives (Assembly) or (House of Delegates) of the State of (State) (State Capital and State)	Dear Mr. Speaker:
State Representative, Assemblyman, or Delegate	The Honorable ... .. Member of the House of Representatives (Assembly) or (House of Delegates) of the State of (State) (State Capital and State)	Dear Mr. ....:
Representative or Senator (away from State Capitol)	The Honorable ... .. State Representative (or Senator) (Home address)	Dear Mr. ....: (Rep.) Dear Senator:
Chief Clerk	The Honorable ... .. Chief Clerk House of Representatives (Assembly) or (House of Delegates) of the State of (State) (State Capital and State)	Dear Mr. ....:

\* In most States, the lower branch of the legislature is the the House of Representatives. In some States, such as California and New York, the lower house is known as the Assembly. In others, such as Maryland, Virginia, and West Virginia, it is known as the House of Delegates. Nebraska has a one-house Legislature. Its members are classed as Senators.

\*\* The States of Kentucky, Massachusetts, Virginia and Pennsylvania use Commonwealth in place of the word State, e.g. the Commonwealth of Kentucky.



ADDRESSEE

ADDRESS ON LETTER  
AND ENVELOPE

SALUTATION

DISTRICT OF COLUMBIA GOVERNMENT

Mayor	The Honorable ... .. Mayor District of Columbia Washington, D.C.	Dear Mayor ....:
Councilman	The Honorable ... .. Councilman, District of Columbia Washington, D.C.	Dear Mr. ....:

COURTS

SUPERIOR COURT OF APPEALS FOR THE DISTRICT OF COLUMBIA

Chief Judge	The Honorable ... .. Chief Judge District of Columbia Court of Appeals Washington, D.C.	Dear Judge ....:
Associate Judge	The Honorable ... .. Associate Judge District of Columbia Court of Appeals Washington, D.C.	Dear Judge ....:



DISTRICT OF COLUMBIA GOVERNMENT -- ContinuedCOURTS -- ContinuedSUPERIOR COURT FOR THE DISTRICT OF COLUMBIA

Chief Judge

The Honorable ... ..  
Chief Judge  
Superior Court for  
the District of Columbia  
Washington, D.C.

Dear Judge ...:

Associate Judge

The Honorable ... ..  
Judge  
Superior Court for  
the District of Columbia  
Washington, D.C.

Dear Judge ...:

JUVENILE COURT OF THE DISTRICT OF COLUMBIA

Judge

The Honorable ... ..  
Judge  
Juvenile Court of  
the District of Columbia  
Washington, D.C.

Dear Judge ...:



LOCAL GOVERNMENT OFFICIALS

Mayor	The Honorable ... .. Mayor of (City) (Address)	Dear Mayor ...:
Mayor and wife	The Honorable and Mrs. ... .. (Home address)	Dear Mayor and Mrs. ...:
Former Mayor	The Honorable ... .. (No title) (Address)	Dear Mayor ...:
City Manager	Mr. ... .. City Manager (Address)	Dear Mr. ...:
County Manager	Mr. ... .. County Manager (Address)	Dear Mr. ...:
Magistrate	Mr. ... .. Magistrate (Address)	Dear Mr. ...:
Burgess	Mr. ... .. Burgess of (Town) (Address)	Dear Burgess ...:
Sheriff	Mr. ... .. Sheriff of (County) (Address)	Dear Sheriff ...:
Governor of an Indian Tribe	Mr. ... .. Governor (Name of Tribe) (Address)	Dear Governor ...:
Judge (Misc.: City, County, Probate)	The Honorable ... .. City Judge (etc.) (Address)	Dear Judge ...:
Justice of the Peace	Mr. ... .. Justice of the Peace (Address)	Dear Mr. ...:
Chief of Police	Mr. ... .. Chief of Police (Address)	Dear Chief ...:
County Commissioner	Mr. ... .. County Commissioner (Address)	Dear Mr. ...:



ADDRESSEE

ADDRESS ON LETTER  
AND ENVELOPE

SALUTATION

POLITICAL COMMITTEES

NATIONAL OFFICIALS

Chairman	The Honorable ... .. Chairman (Democratic National Committee) (Republican National Committee) Washington, D.C.	Dear Mr. ....:
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Committeeman or Committeewoman	The Honorable ... .. (Democratic/Republican) National (Committeeman/Committeewoman) Washington, D.C.	Dear Mr. ....:
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STATE OFFICIALS

Chairman	The Honorable ... .. Chairman (Democratic State Central Committee*) (Republican State Central Committee*) (Address)	Dear Mr. ....:
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Committeeman or Committeewoman	The Honorable ... .. (Democratic/Republican) State (Committeeman/Committeewoman) (Address)	Dear Mr. ....:
--------------------------------------	---	----------------

COUNTY AND CITY OFFICIALS

County and city committeemen and officials are usually not addressed as "The Honorable."

\* Use title of Committee as given for that particular State. It may be:

- (Democratic/Republican) State Central Committee
- (Democratic/Republican) State Executive Committee
- (Democratic/Republican) State Central and Executive Committee
- (Democratic/Republican) State Committee
- State (Democratic/Republican) Committee
- (Name of State) (Democratic/Republican) Party



ECCLESIASTICALJEWISH

Rabbi (With doctoral degree)	Rabbi ... .. (Name of synagogue or temple) (Address)	Dear Dr. ....:
Rabbi (Without doctoral degree)	Rabbi ... .. (Name of synagogue or temple) (Address)	Dear Rabbi ....:
Cantor	Cantor ... .. (Address)	Dear Cantor ....:

PROTESTANT

Bishop (Episcopal)	The Right Reverend ... .. Bishop of (Diocese) (Address)	Dear Bishop ....:
Bishop (Methodist)	The Reverend ... .. Methodist Bishop (Address)	Dear Bishop ....:
Bishop (Mormon)	Bishop ... .. Church of Jesus Christ of Latter-day Saints (Address)	Dear Bishop ....:
Archdeacon (Episcopal)	The Venerable ... .. Archdeacon of (Diocese) (Address)	Dear Archdeacon ....:
Dean (Episcopal)	The Very Reverend ... .. Dean of (name of church) (Address)	Dear Dean ....:



ECCLESIASTICAL -- ContinuedPROTESTANT -- Continued

Canon (Episcopal)	The Reverend ... .. Canon of (name of church or organization) (Address)	Dear Canon ...:
Vicar (Episcopal)	The Reverend ... .. Vicar of (name of church) (Address)	Dear Mr. ...:
Minister, Pastor, or Rector (With doctoral degree)	The Reverend ... .. (Name of church) (Address)	Dear Dr. ...:
Minister, Pastor, or Rector (Without doctoral degree)	The Reverend ... .. (Name of church) (Address)	Dear Mr. ...:
Deacon or Deaconess (Lutheran)	Brother (Sister) ... .. Lutheran Deacon (Deaconess) (Address)	Dear Deacon (Deaconess):
Elder (Seventh-Day Adventist)	Elder ... .. Area Director (Name of church) (Address)	Dear Elder ...:
Evangelist	Mr. ... .. Evangelist (Address)	Dear Mr. ...:

ECCLESIASTICAL -- Continued

ROMAN CATHOLIC

The Pope	His Holiness Pope (Name and Roman Numeral) Vatican City	Your Holiness: (formal) Dear Pope ...: (informal)
Cardinal	His Eminence (given name) Cardinal (surname) Archbishop of (Archdiocese) (Address)	Your Eminence: (formal) Dear Cardinal ...: (informal)
Archbishop	The Most Reverend ... .. Archbishop of (Archdiocese) (Address)	Your Excellency: (formal) Dear Archbishop ...: (informal)
Bishop	The Most Reverend ... .. Bishop of (Diocese) (Address)	Your Excellency: (formal) Dear Bishop ...: (informal)
Abbot	The Right Reverend ... .., (initials Abbot of (name of Abbey) of Order) (Address)	Dear Father ...:
Monsignor*		
Domestic Prelate	The Right Reverend Monsignor ... .. (Address)	Dear Monsignor ...:
Papal Chamberlain	The Very Reverend Monsignor ... .. (Address)	Dear Monsignor ...:

\* Monsignori are addressed either as "The Right Reverend" or "The Very Reverend," depending upon whether they are Domestic Prelates or Papal Chamberlains. Consult the current Official Catholic Directory for correct designation. In the absence of definite information, it is always courteous to address a Monsignor as "The Right Reverend."



ECCLESIASTICAL -- ContinuedROMAN CATHOLIC -- Continued

## Priest

Secular  
(With or without  
doctoral degree)

The Reverend ... ..  
(Address)

Dear Father ...:

Religious Order  
(With or without  
doctoral degree)

The Reverend ... .., (initials  
(Address) of Order)

Dear Father ...:

## Brother

Brother (given name), (initials  
(Address) of Order)

Dear Brother (given  
name):

## Mother Superior

Reverend Mother ..., (initials  
(Address) of Order)

Dear Reverend Mother  
(given name):

## \*Sister

Sister ..., (initials of Order)  
(Address)

Dear Sister (given  
name):

## Group of Sisters

Sisters of ...  
(Address)

Dear Sisters:

Note: The following forms are also correct:

Mother Mary ...  
Mother M. ...:

Sister Mary ...  
Sister M. ...

\* When sister's address includes her family name, such as Sister Alice Elizabeth Smith, the inside address would include surname, but salutation would be:  
Dear Sister Alice Elizabeth:



ECCLESIASTICAL -- ContinuedARMENIAN ORTHODOX

Archbishop  
in the U.S.

The Most Reverend ... ..  
Primate of the North American  
Diocese of the Armenian Church  
(Address)

Dear Archbishop ....:

GREEK ORTHODOX

Patriarch

His Holiness  
(Name of Patriarch)  
(Patriarch of ...)  
(Address)

Your Holiness:

Archbishop  
in the U.S.

The Most Reverend ... ..  
Archbishop of Greek Orthodox  
Archdiocese of North and  
South America  
(Address)

Dear Archbishop ....:

Bishop

Most Reverend Bishop of  
(Name of province)  
(Full name of Bishop)  
(Address)

Dear Bishop ....:

Priest

The Reverend ... ..  
(Address)

Dear Father ....:

ECCLESIASTICAL -- ContinuedRUSSIAN ORTHODOXMetropolitan  
in the U.S.The Most Reverend ...  
Archbishop of New York  
Metropolitan of North America  
The Russian Orthodox Greek  
Catholic Church  
(Address)

Dear Metropolitan ...:

Archpriest

The Right Reverend  
Archpriest ... ..  
Russian (Name of Church)  
(Address)

Dear Archpriest ...:

Superior

Superior of the Russian Orthodox  
(Name of institution)  
(Address)Dear Abbot ...:  
or  
Dear Abbess ...:SYRIAN ORTHODOXArchbishop  
in the U.S.The Most Reverend ... ..  
Archbishop of the Syrian Church  
of Antioch in North and  
South America  
(Address)

Dear Archbishop ...:

Monsignor

The Right Reverend ... ..  
(Address)

Dear Monsignor ...:

Father

The Reverend ... ..  
(Address)

Dear Father ...:

ADDRESSEE

ADDRESS ON LETTER  
AND ENVELOPE

SALUTATION

EDUCATIONAL

COLLEGES AND UNIVERSITIES

President of a University or College (With doctoral degree)	Dr. ... .. President (Name of institution) (Address)	Dear Dr. ....:
President of a University or College (Without doctoral degree)	Mr. ... .. President (Name of institution) (Address)	Dear Mr. ....:
Chancellor	Dr. ... .. Chancellor (Name of institution) (Address)	Dear Dr. ....:
Dean* (With doctoral degree)	Dr. ... .. Dean of the College (or School) of (subject) (Name of institution) (Address)	Dear Dr. ....:
Dean* (Without doctoral degree)	Dean ... .. College (or School of (subject) (Name of institution) (Address)	Dean Dean ....:
Professor* (With doctoral degree)	Dr. ... .. Department of (subject) (Name of institution) (Address)	Dear Dr. ....:
Professor* (Without doctoral degree)	Professor ... .. Department of (subject) (Name of institution) (Address)	Dear Professor ....:
Associate or Assistant Professor	Mr./Miss/Mrs. ... .. Associate (or Assistant) Professor Department of (subject) (Name of institution) (Address)	Dear Professor ....:

Note: If EMERITUS is indicated, it follows the title, e.g.:

Dr. ... ..  
Professor of (subject), Emeritus  
(Name of institution)  
(Address)

\*(Title is same  
whether man or woman)

ADDRESSEE

ADDRESS ON LETTER  
AND ENVELOPE

SALUTATION

EDUCATIONAL -- Continued

JUNIOR AND SENIOR HIGH SCHOOLS

Teacher's name given	Mr./Miss/Mrs. ... .. Teacher of (the) (Class/Grade) (Name of School) (Address)	Dear Mr. ....:
----------------------	---	----------------

Teacher's name <u>not</u> given	Students of (the) (Class/Grade) (Name of School) (Address)	Dear Students:
------------------------------------	--	----------------

ELEMENTARY SCHOOL

Teacher's name given	Mr./Miss/Mrs. ... .. Teacher of the (designated) Grade (Name of School) (Address)	Dear Mr. ....:
----------------------	--	----------------

Teacher's name <u>not</u> given	Pupils of the (designated) Grade (Name of School) (Address)	Dear Girls and Boys:
------------------------------------	---	----------------------

Note: Grades numbered One through Nine are written out.  
Numerals are used for Grades numbered 10 and above.



ADDRESSEE

ADDRESS ON LETTER  
AND ENVELOPE

SALUTATION

ORGANIZATIONS

VETERANS

National Commander	Mr. ... .. National Commander (Name of organization) (Address)	Dear Commander ...:
--------------------	---	---------------------

Commander	Commander ... .. (Name of local organization) (Name of parent organization) (Address)	Dear Commander ...:
-----------	--	---------------------

Past Commander	Mr. ... .. Past Commander (Name of local organization) (Name of parent organization) (Address)	Dear Commander ...:
----------------	--	---------------------

Adjutant	Mr. ... .. Adjutant (Name of local organization) (Name of parent organization) (Address)	Dear Mr. ....:
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Chaplain of Post	Mr. ... .. Chaplain of Post (Name of Post) (Address)	Dear Chaplain ...:
------------------	---	--------------------

LABOR UNIONS

AFL-CIO President	The Honorable ... .. President AFL-CIO (Address)	Dear Mr. ....:
----------------------	---	----------------

UMW President	The Honorable ... .. President United Mine Workers of America (Address)	Dear Mr. ....:
------------------	--	----------------

Local Union President Treasurer Secretary	Mr. ... .. (Title), Local (number) (Name of organization) (Address)	Dear Mr. ....:
--	--	----------------



ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION
<u>ORGANIZATIONS</u> -- Continued		
<u>OTHER</u>		
American National Red Cross Chairman of the Board of Governors	The Honorable ... .. Chairman of the Board of Governors American National Red Cross Washington, D.C.	Dear Mr. Chairman:
National Grange Master	The Honorable ... .. Master The National Grange (Address)	Dear Mr. ....:
State Grange Master	Mr. ... .. Master (Name of State) State Grange (Address)	Dear Mr. ....:
Boy Scouts of America President	Mr. ... .. President Boy Scouts of America (Address)	Dear Mr. ....:
Girl Scouts of America President	Mrs. (Miss) ... .. President Girl Scouts of America (Address)	Dear Mrs. (Miss) ....:
Salvation Army National Commander	Mr. ... .. National Commander The Salvation Army (Address)	Dear Commander ....:
Division Commander	Mr. ... .. Division Commander for the (Region) Area The Salvation Army (Address)	Dear Commander ....:
Brigadier	Brigadier ... .. The Salvation Army (Address)	Dear Brigadier ....:
B'nai B'rith (National)	(Listed to give correct spelling)	

PRIVATE CITIZENS

(When street address/post office box number both given, the post office box number only should be used.)

Individual

Mr.\* (Mrs.)(Miss\*\*\*) ... .. Dear Mr. (Mrs.)  
(Miss) ...:

More than one signer

Mary Allen and Jane Smith Miss Mary Allen Dear Miss Allen:  
(Address)  
(Jane Smith to be included in body  
of letter)

John Jones Mr. John Jones Dear Mr. Jones:  
Ray Smith (Address)  
Jack Young (Include others in body of  
Bob Hart letter)

John Smith Mr. John Smith Dear Mr. Smith:  
Jack Young (Address)

Mr. Jack Young Dear Mr. Young:  
(Address)

(When small town and 2 signatures with no street address, send two replies.)

Members of the First Christian Church Dear Members: \*\*\*  
(no names given) Church  
(Address)

Members of the First Christian Church Dear Mrs. Allen:  
c/o Mrs. John Allen (Address)  
(Members to be brought into the  
body of the letter)

PRIVATE CITIZENS -- Continued

Medical Doctors

Physician	John Smith, M.D. (Address)	Dear Dr. Smith:
	(This also includes D.O., D.D.S., etc.)	
Medical Doctor and wife	Dr. and Mrs. John Smith	Dear Dr. and Mrs. Smith:
Dr. and wife (both doctors)	John Smith, M.D. Mary Smith, M.D.	Dear Doctors Smith:

(NOTE: Above includes Osteopaths and Chiropractors)

Doctors of Divinity

Doctor of Divinity	The Reverend John Smith, D.D. (Address)	Dear Dr. Smith:
Doctor of Divinity and wife	The Reverend and Mrs. ...	Dear Dr. and Mrs. ....:
Catholic Clergy	The Reverend John Smith, D.D., O.P.	Dear Father Smith:

Academic Doctorate Degrees

(We will continue to address these as we have in the past. These include, e.g., PhD)

PhD	Dr. Frank Smith	Dear Dr. Smith:
<u>Registered Nurse</u>	Mr. (Mrs.)(Miss) ... ..	Dear Mr.(Mrs.)(Miss) ....:
<u>Lawyer</u>	Mr. ... .. (Address)	Dear Mr. ... ..:



PRIVATE CITIZENS -- ContinuedFAMILIES

The F. F. Allens	Mr. and Mrs. F. F. Allen (Address)	Dear Mr. and Mrs. Allen: (Letters addressed to husband and wife -- place the woman's name first - example: "Dear Mary and John:")
The Allen Family (no first name given)	The Allen Family (Address)	Dear Friends:*
Mary Lou Allen David Allen Katie Leslie	Mr. and Mrs. David Allen and Family (Address)	Dear Mr. and Mrs. Allen and Family:
Jim, Mary, Bill, and Tom Allen (don't know who is husband)	The Allen Family (Address)	Dear Friends: ****
Jim, Mary, Bill, and Tom Allen (Jim is husband)	Mr. and Mrs. Jim Allen and Family (Address)	Dear Mr. and Mrs. Allen and Family:
Mr. John Allen and Mary (Mary is daughter)	Mr. John Allen and Mary (Address)	Dear Mr. Allen and Mary:
Henry Allen Edward Allen James Allen John Allen	Messrs. Henry, Edward, James, and John Allen (Address)	Dear Messrs. Allen:
Mrs. John Smith (mentions family in body of letter)	Mrs. John Smith (Address) (Family should be mentioned in body of letter)	Dear Mrs. Smith:

PRIVATE CITIZENS -- Continued

Children

(Given name, surname)  
(Address)

Dear (given name):

(BOYS - age 13 thru high  
school, first name, but  
include Mr. in address --  
below age 13, omit Mr.  
from address)(GIRLS - thru high school,  
salutation first name --  
Miss in the address always)

- 
- \* Use the title Mr. when it is not known from the given name whether the addressee is a man or a woman.
- \*\* Use the title Miss in addressing a woman if uncertain as to marital status.
- \*\*\* Dear Members is to be used only when there is no alternative as no names are given.
- \*\*\*\* Dear Friends is to be used only when there seems to be no alternative.

## CITATION

Sample attached

A citation is a formal expression of praise which accompanies an award. The format may differ according to the type of award and the number of recipients.

- STATIONERY: The paper is provided, or specific instructions are given as to the kind of stationery to be used.
- COPIES: Original and 1 carbon (white tissue)
- MARGIN: Framed on the page, right margin is straight. The top, bottom and side margins are determined by the length of the document.
- HEADING: Typed in capital letters. Centered on page, balanced according to length of document.
- TEXT: Begin at least 3 lines below the heading, single space, double space between paragraphs. Paragraphs are usually blocked but may be indented if drafter so instructs. Lines are justified so that the right side is straight.
- PAGE NUMBERING: Page numbers, beginning with "2" are centered 5 to 7 lines from top of paper. Text is continued 2 or 3 lines below page number.
- SIGNATURE SPACE: Leave at least 6 lines after end of text for signature of the President. Name and title are not typed in.
- PLACE: The words THE WHITE HOUSE, followed by a comma, are typed at the left margin below the signature space 6 to 14 lines from the text depending on the length of the document.
- DATE: The date is omitted unless specific instructions are received to include it. When it is added, it is indented 6 spaces, 2 lines below the words THE WHITE HOUSE, using initial cap for the month, and followed by a period.
- ASSEMBLY: Original--signature page on top  
Carbons --in numerical order

THE PRESIDENTIAL UNIT CITATION

TO

THE 38th AIR RESCUE SQUADRON

FOR

EXTRAORDINARY GALLANTRY

The personnel of the 38th Air Rescue Squadron distinguished themselves by extraordinary gallantry in connection with all military operations against an opposing armed force in Europe from 1 August 1964 to 31 July 1965. They repeatedly exposed themselves to hostile air and ground fire while flying planes

.....  
.....  
.....  
.....

THE WHITE HOUSE,

(date when requested)

EXECUTIVE ORDER

Sample attached

STATIONERY: Heavy bond paper, 8 1/2" by 14"

COPIES: Original and 2 carbons (white tissue)

MARGIN: 12 (or 1 1/2") left, and 55 (or about 1") right

HEADING: EXECUTIVE ORDER is centered 7 lines from top of paper; 2 lines below these words, center a line of 7 hyphens; 2 lines below hyphens, center the title of the order in capital letters (if more than 1 line, single space.)

TEXT: Begin 3 lines below title, indent each paragraph 6 spaces, double space text. On instructions by drafter, quotations, tabulations, etc. may be single spaced.

PAGE NUMBERING: Page numbers, beginning with "2" are centered 5 lines from top of paper. Text is continued at left margin 2 lines below page number.

SIGNATURE SPACE: Leave at least 6 lines after end of text for signature of the President. The name and title are not typed in.

PLACE: The words THE WHITE HOUSE, followed by a comma, are typed at the left margin; below the signature, 6 to 14 lines from the text depending on the length of the document.

DATE: The date is omitted unless specific instructions are received to include it. When it is added, it is indented 6 spaces, 2 lines below the words THE WHITE HOUSE, using initial cap for the month, and followed by a period.

ASSEMBLY: Original--signature page on top  
Carbons --in numerical order

EXECUTIVE ORDER

at least 1 inch

PREPARATION, PRESENTATION, FILING,  
AND PUBLICATION OF EXECUTIVE ORDERS  
AND PROCLAMATIONS

3 lines

6 spaces ← By virtue of authority vested in me by the Federal Register Act

1 1/2 inches

(49 Stat. 500, as amended; 44 U.S.C. 301 et seq.), and as President of

1 inch

the United States, it is hereby ordered as follows:

1. The following regulations shall govern the preparation, presentation, filing, and publication of Executive orders and proclamations, and shall constitute §§ 1.91 through 1.97 of Chapter I of Title I of the Code of Federal Regulations:

§ 1.91 Form. Proposed Executive orders and proclamations shall be prepared in accordance with the following requirements:

(a) The order of proclamation shall be given a suitable title.

(b) The authority under which the order or proclamation is issued shall be cited in the body thereof.

(c) Punctuation, capitalization, orthography, and other matters of style shall, in general, conform to the most recent edition of the Style Manual of the United States Government Printing Office.

(d) The spelling of geographic names shall conform .....

2. This order shall become effective upon publication in the Federal Register, and shall thereupon supersede Executive Order No. 7298 of February 18, 1936, entitled "Regulations Governing the Preparation, Presentation, Filing, and Distribution of Executive Orders and Proclamations".

10 lines

THE WHITE HOUSE,

6 spaces ← October 9, 1948.

(date when requested)

1 inch

LEGAL-SIZE  
PAPER

SAMPLE "IDENTICAL LETTERS"  
(or Letter of Transmittal)

THE WHITE HOUSE

WASHINGTON

////////// (Date-Centered)

Dear Mr. Speaker: (Dear Mr. President:)

On occasion, the President sends letters addressed to the Speaker of the House of Representatives and to the President of the Senate (who is the Vice President). These letters are identical, with the exception of the salutation and the address.

The letters are typed block style, single spaced, balanced margins, letterex set of carbons plus individual office preference, allowing at least 6 lines for the President's signature.

NOTE: This same format is used when addressing either the Speaker of the House or the President of the Senate separately.

Sincerely,

The Honorable  
The Speaker  
U.S. House of Representatives  
Washington, D. C. 20515

and on the other

The Honorable (insert name)  
President of the Senate  
Washington, D. C. 20510

MEMORANDUM OF DISAPPROVAL

Sample attached

STATIONERY: Heavy bond paper, 8 1/2" by 14"

COPIES Original and 2 carbons (white tissue)

MARGIN: 12 (or 1 1/2") left, and 55 (or about 1") right

HEADING: MEMORANDUM OF DISAPPROVAL is centered 7 lines from top of paper

TEXT: Begin 3 lines below heading, indent each paragraph 6 spaces, double space text.

PAGE NUMBERING: Page numbers, beginning with "2" are centered 5 lines from top of paper. Text is continued at left margin 2 lines below page number.

SIGNATURE SPACE: Leave at least 6 lines after end of text for signature of the President. The name and title are not typed in.

PLACE: The words THE WHITE HOUSE, followed by a comma, are typed at the left margin; below the signature, 6 to 14 lines from the text depending on the length of the document.

DATE: The date is omitted unless specific instructions are received to include it. When it is added, it is indented 6 spaces, 2 lines below the words THE WHITE HOUSE, using initial cap for the month, and followed by a period.

ASSEMBLY: Original--signature page on top  
Carbons --in numerical order



MEMORANDUM OF DISAPPROVAL

at least 1 inch

3 lines

6 spaces ← I am withholding my approval from H. R. 1516, "For the relief of John Doe .....

1-1/2 inches

The bill would waive the applicable statute of limitations and confer jurisdiction upon the Court of Claims to hear the claims of these individuals for losses of jewelry, coins, relics, and currency which were somehow included in one of four large wooden boxes delivered to the United States High Commissioner to the Philippines by the Philippine National Bank in response to the Commissioner's direction, in December 1941, that the bank deliver to him "all cash reserves, bullion, negotiable securities, and other negotiable papers held by you in trust for others." The purpose of the directive was to prevent such items from falling into the hands of the enemy who, at that moment, was invading the islands. When the property of these claimants was discovered, it was turned over to a representative of the Philippine government, who rejected suggestions of the United States Army officers that it be sent out on an American submarine. Instead, .....

1 inch

Nothing in the record justifies special treatment for these claimants, particularly when it is remembered that many others filed suit against the United States in the Court of Claims for damages arising out of incidents in the Philippines during the war years and had their cases dismissed because of the expiration of the statute of limitations.

at least 6 lines

THE WHITE HOUSE,

6 spaces ← July 6, 1960. (date when requested)

1 inch

LEGAL-SIZE PAPER

MESSAGE TO CONGRESS

Sample attached

Messages to Congress are usually addressed to the Congress of the United States. However, in some instances, a Message may be addressed only to the Senate or to the House of Representatives. Except for the address line, all Messages follow the same format.

The veto message is prepared in the same manner as other messages to Congress. It is directed to the House of Congress in which the bill was introduced. An announcement of a pocket veto is prepared as a Memorandum of Disapproval.

- STATIONERY: Heavy bond paper, 8 1/2" by 14"
- COPIES: 2 original and 2 carbons (white tissue)  
for each original
- MARGIN: 12 (or 1 1/2")left, and 55 (or about 1") right
- HEADING: TO THE CONGRESS OF THE UNITED STATES:  
begins at the left margin, 7 lines from the top  
of paper.
- TEXT: Begin 3 lines below heading, indent each  
paragraph 6 spaces, double space text. If there  
are headings within Message, 4 lines before  
the heading and 3 lines after the heading are  
preferred.
- PAGE NUMBERING: Page numbers, beginning with "2" are centered  
5 lines from top of paper. Text is continued  
at left margin 2 lines below page number.
- SIGNATURE SPACE: Leave at least 6 lines after end of text for  
signature of the President. The name and  
title are not typed in.
- PLACE: The words THE WHITE HOUSE, followed by a  
comma, are typed at the left margin; below  
the signature, 6 to 14 lines from the text  
depending on the length of the document.
- DATE: The date is omitted unless specific instructions  
are received to include it. When it is added,  
it is indented 6 spaces, 2 lines below the words  
THE WHITE HOUSE, using initial cap for the  
month, and followed by a period.
- ASSEMBLY: Original--signature page on top  
Carbons --in numerical order

at least 1 inch

TO THE CONGRESS OF THE UNITED STATES:

3 lines

6 spaces ← A year ago in my message to the Congress on the Mutual Security

Program, I described it as both essential to our security and

1-1/2 inches

important to our prosperity. Pointing out that our expenditures for

1 inch

Mutual Security are fully as important to our National Defense as

expenditures for our own forces, I stated that the Mutual Security

Program is not only grounded in our deepest self-interest but springs

from the idealism of the American people which is the true foundation

of our greatness. It rests upon five fundamental propositions:

(1) That peace is a matter of vital concern to all mankind;

(2) That to keep the peace, the free world must remain  
defensively strong;

(3) That the achievement of a peace which is just depends upon  
promoting a rate of world economic progress, particularly  
among the peoples of the less developed nations, which will  
inspire hope for fulfillment of their aspirations;

(4) That the maintenance of the defensive .....

My recent travels impressed upon me even more strongly the fact  
that free men everywhere look to us, not with envy or malice but with  
hope and confidence that we will in the future as in the past be in the  
vanguard of those who believe in and will defend the right of the  
individual to enjoy the fruits of his labor in peace and in freedom.  
Together with our fellow men, we shall not fail to meet our  
responsibilities.

at least  
6 lines

THE WHITE HOUSE,

6 spaces ← February 16, 1960.  
(date when requested)

1 inch

LEGAL-SIZE  
PAPER

PROCLAMATION

Sample attached

STATIONERY: Heavy bond paper, 8 1/2" by 14"

COPIES: Original and 2 carbons (white tissue)

MARGIN: 12 (or 1 1/2") left, and 55 (or about 1") right

HEADING: The title of the proclamation is centered in capital letters, 7 lines from top of paper, single spaced if more than 1 line; 2 lines below title a line of 7 hyphens is centered; 2 lines below the hyphens center BY THE PRESIDENT OF THE UNITED STATES OF AMERICA; 2 lines below this center A PROCLAMATION

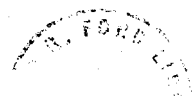
TEXT: Begin 3 lines below A PROCLAMATION, indent each paragraph 6 spaces, double space text. On instructions by drafter, quotations, tabulations, etc. may be single spaced.

PAGE NUMBERING: Page numbers, beginning with "2" are centered 5 lines from top of paper. Text is continued at left margin 2 lines below page number.

SIGNATURE SPACE: Leave at least 6 lines after end of text for signature of the President. The name and title are not typed in.

PLACE AND DATE: Left out of a Proclamation because it is included in the text.

ASSEMBLY: Original--signature page on top  
Carbons --in numerical order



AMERICAN EDUCATION WEEK, year

-----

BY THE PRESIDENT OF THE UNITED STATES OF AMERICA

A PROCLAMATION

In our schools and colleges rest our hopes for the future: our highest aspirations for our children, for our country and for the world.

For education brings benefits without limits. It endows men not only with the ability to make a living, but with the precious capacity to live with purpose.

It is the richest legacy this generation can bequeath to the next; upon it depends fulfillment for nation and for every American citizen.

NOW, THEREFORE, I, ///////////////, President of the United States of America, do hereby designate the period from /////////////// through ///////////////, as American Education Week.

I call upon all Americans to consider deeply the aims and goals of American education. I urge parents to acquaint themselves fully with both the problems and the promise of their schools.

IN WITNESS WHEREOF, I have hereunto set my hand this /////////////// day of ///////////////, in the year of our Lord nineteen hundred ///////////////, and of the Independence of the United States of America the one hundred ///////////////.

NOTE: Be sure to leave sufficient space for insertion of month later.

Also, The White House and date do not go on bottom of a Proclamation.

LEGAL-SIZE  
PAPER

STATEMENT BY THE PRESIDENT

Sample attached

STATIONERY: Heavy bond paper, 8 1/2" by 14"

COPIES: Original and 2 carbons (white tissue)

MARGIN: 12 (or 1 1/2") left, and 55 (or about 1") right

HEADING: STATEMENT BY THE PRESIDENT is centered 7 lines from top of paper.

TEXT: Begin 3 lines below heading, indent each paragraph 6 space, double space text.

PAGE NUMBERING: Page numbers, beginning with "2" are centered 5 lines from top of paper. Text is continued at left margin 2 lines below page number.

SIGNATURE SPACE: Leave space for signature if desired.

PLACE AND DATE: None at the bottom of page.

ASSEMBLY: Original and Carbons in numerical order.

at least 1 inch

STATEMENT BY THE PRESIDENT

3 lines

6 spaces ← I have today approved legislation enacted by the Congress which authorizes the President to determine Cuba's sugar quota for the balance of calendar year 1960 and for the three-month period ending March 31, 1961. In conformity with this legislation I have signed a proclamation which, in the national interest, establishes the Cuban

1-1/2 inches

sugar quota for the balance of 1960 at 39,752 short tons, plus the sugar certified for entry prior to July 3, 1960. This represents a reduction of 700,000 short tons from the original 1960 Cuban quota of 3,119,655 short tons.

1 inch

This deficit will be filled by purchases from other free world suppliers.

The importance of the United States Government's action relating to sugar quota legislation makes it desirable, I believe, to set forth the reasons which led the Congress to authorize and the Executive to take this action in the national interest.

Normally about one-third of our total sugar supply comes from Cuba. ....

The American people will always maintain their friendly feelings for the people of Cuba. We look forward to the day when the Cuban Government will once again allow this friendship to be fully expressed in the relations between our two countries.

LEGAL-SIZE PAPER

1 inch



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DEPT. \_\_\_\_\_  
TYPED BY \_\_\_\_\_

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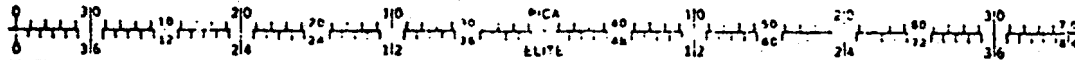


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130° EDGE PAPER GUIDE

READ INSTRUCTIONS CAREFULLY BEFORE TYPING

TOP EDGE PAPER GUIDE



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INSTRUCTIONS FOR STENCILING DOCUMENTS

**Short Stencil:** Maximum typing of 62 lines (according to vertical line markings on right and left sides of stencil)

**Long Stencil** Not less than 62 lines and no more than 73 lines (according to vertical line markings on right and left sides of stencil)

Set Multiple Copy Control on "A". Push Ribbon Position down.  
Set Impression Indicator at 6 or 8.

Begin release heading (first page) and page numbers of 2nd and succeeding pages on line "2".

Margin: 30 right and 30 left -- according to scale at top of stencil.

Indentation: Official documents (Messages to Congress, Executive Orders, Proclamations, etc.) are indented 6 spaces -- speeches and releases other than documents are blocked -- unless otherwise specified.

Single space with double spacing between paragraphs.

Underscoring: To eliminate the possibility of a stencil tearing due to solid lines of underscore, break the underscore as has been done in this instance.

Exception Heading THE WHITE HOUSE (underscored with a solid line)

Ending Stencils Each stencil will end with the word "more" typed in lower case in center of stencil two lines below last line of typing. Odd numbered stencils only: drop down two more lines beyond "more" and type "(OVER)" in solid caps and within parentheses.

Use pound marks (# # #) to denote the end of the typed text: 4 lines below last line of typing.

\*\*\*\*\*

RELEASE HEADINGS Instructions re release headings are usually given by those requesting the stencils. If upon questioning no release heading is provided, note the following headings used for documents:

Most frequently used heading -- generally for speeches, statements, etc.

FOR IMMEDIATE RELEASE //Date//

Office of the White House Press Secretary

THE WHITE HOUSE

(center heading, or identification block, here and begin text of release 3 lines following at left margin)

