

## ADDRESSING PROCEDURES

### NATIONAL

#### President:

The Honorable (full name)  
 President of the United States  
 The White House  
 1600 Pennsylvania Avenue, NW  
 Washington, D.C. 20500

Dear Mr. President:

Speaking: "Mr. President"  
 "President (last name)"

#### Vice President:

The Honorable (full name)  
 Vice President of the United States  
 Old Executive Office Building  
 17th & Pennsylvania Avenue  
 Washington, D.C. 20501

Dear Mr. Vice President:

Speaking: "Mr. Vice President"  
 "Vice President (last name)"

Closing: Very respectfully yours,

#### Cabinet Member:

The Honorable (full name)  
 Secretary of (cabinet post)  
 Washington, D.C. 20520

Dear Mr./Madam Secretary:

Speaking: "Mr./Madam Secretary"  
 "Secretary (last name)"

#### Attorney General:

The Honorable (full name)  
 Attorney General

Dear Attorney General (lastname):

Speaking: "General (lastname)"

#### U.S. Senator:

The Honorable (full name)  
 United States Senate  
 Washington, D.C. 20510

Dear Senator (last name):

Speaking: "Senator (last name)"

#### Speaker of the House of Representatives:

The Honorable (full name)  
 Speaker of the House  
 U.S. House of Representatives  
 Washington, D.C. 20515

Dear Mr. Speaker:

Speaking: "Mr./Madam Speaker"

#### U.S. Representative:

The Honorable (full name)  
 U. S. House of Representatives  
 Washington, D.C. 20515

Dear Mr./Mrs. (last name):

Speaking: "Representative (last name)"  
 "Mr./Ms. (last name)"

### STATE OFFICIALS

#### Governor:

The Honorable (full name)  
 Governor of Texas  
 State Capitol  
 P.O. Box 12428  
 Austin, TX 78711

Dear Governor (last name):

Speaking: "Governor (last name)"

#### Lieutenant Governor:

The Honorable (full name)  
 Lt. Governor of Texas  
 P.O. Box 12068  
 Austin, TX 78711-2068

Dear Governor (last name):

Speaking: "Governor (last name)"

#### Speaker of the House:

The Honorable (full name)  
 Texas House of Representatives  
 P.O. Box 2910  
 Austin, TX 78768-2910

Dear Mr./Ms. (last name):

Speaking: "Mr./Madam Speaker"

#### State Senator:

The Honorable (full name)  
 Texas Senate  
 P.O. Box 12068  
 Austin, TX 78711-2068

Dear Senator (last name):

Speaking: "Senator (last name)"

#### State Representative:

The Honorable (full name)  
 Texas House of Representatives  
 P.O. Box 2910  
 Austin, TX 78768-2910

Dear Mr./Ms. (last name):

Speaking: "Representative (last name)"  
 "Mr./Ms. (last name)"

## CITY AND COUNTY OFFICIALS

### Mayor:

The Honorable (full name)  
Mayor  
City of (city)  
City Hall  
Address, if known  
City, State and zip code

Dear Mayor (last name):  
Speaking: "Mayor (last name)"

### City Council:

The Honorable (full name)  
Council Member  
City Council  
City of (city)  
City Hall (and address, if known)  
City, State and zip code

Dear Councilman/Councilwoman (last name):  
Speaking: "Councilman/Councilwoman (last name)"

### County Judge:

The Honorable (full name)  
County Judge  
County Courthouse  
Address, if known  
City, State and zip code

Dear Judge (last name):  
Speaking: "Judge (last name)"

### County Commissioner:

The Honorable (full name)  
County Commissioner  
Precinct Number  
County Courthouse (and address, if known)  
City, State and zip code

Dear Commissioner (last name):  
Speaking: "Commissioner (last name)"

Note: The correct closing for all the above letters is: Sincerely yours,

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