**Protocol Cheat Sheet**

**Office Address on Letter/Envelope Salutation**

US Senator Honorable (Full Name) Dear Senator (Surname)

US Representative Honorable (Full Name) Dear Mr./Mrs./Miss/Ms.(Surname)

Governor Honorable (Full Name) Dear Governor (Surname)

Lt. Governor Honorable (Full Name) Dear Mr./Mrs./Miss/Ms. (Surname)

State Senator Honorable (Full Name) Dear Senator (Surname)

State Representative Honorable (Full Name) Dear Representative (Surname)

Mayor Honorable (Full Name) Dear Mayor (Surname)

President of a Board Honorable (Full Name) Dear Mr./Mrs./Miss/Ms. (Surname)

Of Commissioners

US or State Supreme Honorable (Full Name) Dear Justice (Surname)
Court Justice

Federal or State Honorable (Full Name) Dear Judge (Surname)
Judge (any level)

For former office holders, here’s the protocol:

Jobs of which there is **only one officer holder at a time** ... Governor of a state, Mayor of city, President, Vice President of the US, Speaker of the House of Representatives .... do not continue to be directly addressed in writing **or** conversation by their former "office" because it is not respectful to the current office holder and confusing to those in the (organization/state/whatever) as to who is currently in charge.

So in your salutation you address them as Honorable but in the salutation it is Mr./Mrs./Ms. etc. ie. Honorable Barak Obama in address but salutation or conversation is Mr. Obama.

Jobs of which **many hold the same office/rank at the same time**DO continue to be addressed by their former honorific ... Senator, Judge, Captain, Admiral, General, Professor .... after leaving their position.