

Correct Etiquette for Addressing Dignitaries

Personage	Addressing	Presenting	Envelope address	Formal Beginning of letter
Cardinal	Your Eminence or Cardinal Smith	His Eminence First name Cardinal Last name, Archbishop of (place)	His Eminence (first name) Cardinal (last name) Archbishop of (place)	Your Eminence:
Archbishop	Your Excellency or Archbishop	His Excellency, the Most Reverend (name) Archbishop of (place)	The Most reverend (name) Archbishop of (place)	Your Excellency or Most Reverend Archbishop (name)
Bishop	Your Excellency or Bishop(name)	His Excellency, the Most Reverend (name) Bishop of (place)	The Most Reverend (name) Bishop of (place)	Dear Bishop (last name)
Abbot	Abbot (name)	Rt. Rev. (name) Abbot of (place)	The Right Reverend (name) and designated letters of congregation	Right reverend or Dear Abbot
Monsignor	Monsignor (name)	The Right reverend Monsignor(name)	The Right Reverend (name)	Monsignor (last name)
Priests	Father (name)	Rev. First name, last name or Reverend (name)	Rev. (first name and last name)	Most Reverend ((last name)
President of USA	Mr. President	Mr. President	President of the United States of America White House, Washington, DC	Mr. President
U.S. Senator	Senator (name)	The Honorable (name) of the U.S. Senate	The Honorable (first and last name) U.S. Senate Washington DC	Sir (business) My dear Senator (last name) informal
U.S. Representative	Mr., Mrs. Ms. (name)	The Honorable (name) of the U.S. House of Representatives	The Honorable (first and last name) U.S. House of Representatives Washington, DC	Sear Mr. (last name) or Dear Sir
Governor	Governor (name)	The Honorable (name) Governor of (place)	The Honorable (for stand last name) Governor of (place) Street address	Your Excellency or Sir
Mayor	Mayor (name)	The Honorable (name) Mayor of (place)	The Honor the Mayor (first and last name) Street address	My Dear May (last name)or Dear Sir
Member of Religious order	Sister (name) Brother (name)	Sister (name and then congregation) Brother (name and then congregation)	Sister (name and letters of congregation) Brother (name and letter of congregation)	Dear Sister Dear Brother