

Addressing Letters to Government Officials

President of the United States:

Envelope & inside address:

The President
The White House
1600 Pennsylvania Ave.
Washington, D.C. 20500

Opening: : "Mr. President: " or "Dear Mr. President: "
Closing: "Respectfully yours" or "Most respectfully yours,"

U.S. Senators:

Envelope & inside address:

The Honorable (Senator's first and last names)
Dirkson, Hart or Russell Senate Office Building
Washington, D.C. 20510

Opening: "Sir/Madam: " or "Dear Senator (last name): "
Closing: "Very truly yours," or "Sincerely yours,"

U.S. Congressmen:

Envelope & inside address:

The Honorable (Representative's first and last names)
Cannon, Longworth or Rayburn House Office Building
Washington, D.C. 20515

Opening: "Sir/Madam: " or "Dear Representative (last name): " or "Dear Mr./Mrs./Miss/Ms. (last name):"
Closing: "Very truly yours," or "Sincerely yours,"

Governor:

Envelope & inside address:

The Honorable Governor of Minnesota
130 State Capitol
75 Reverend Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155

Opening: "Sir/Madam: " or "Dear Governor (last name): "
Closing: "Very truly yours," or "Sincerely yours,"

State Senators & Representatives:

Envelope & inside address:

Minnesota House or Minnesota Republican Senator
The Honorable (first and last names)
State Office Building
St. Paul, MN 55155

Minnesota Democratic Senator

The Honorable (first and last names)
State Capitol
St. Paul, MN 55155

Opening:

Senator: "Dear Senator (last name):"

Representative: "Dear Mr., Mrs., Miss, Ms. (last name): "

Closing: "Sincerely yours,"

Mayor:

Envelope & inside address:

The Honorable (first and last names)
Mayor of Duluth
City Hall
Duluth, MN 55802

Opening: "Dear Mayor (name):"

Closing: "Sincerely yours,"