

Titles and Forms of Address

If you are composing a letter, sending an invitation, creating a seating chart or introducing a VIP, it is important to consider the various titles and forms of address for government and non-government officials. Some examples of the proper usage include:

Position: Cabinet Member (woman)

- Envelope: The Honorable Jane Jeanne Doe
Secretary of (federal department)
- Salutation: Dear Madam Secretary (and Mr. Doe)
- Invitation: The Secretary of (federal department)
and Mr. Doe
- Place Card: The Secretary of (federal department)
- Introductions: The Secretary of (federal department),
Mrs. (Miss, Ms.) Doe (and Mr. Doe)
- Conversation: Madam Secretary

Position: Senator (man)

- Envelope: The Honorable John Jacob Doe
United States Senate
- Salutation: Dear Senator (and Mrs.) Doe:
- Place Card: Senator Doe
- Introductions: The Honorable John Jacob Doe,
United States Senator from (state) (and Mrs. Doe)
- Conversation: Senator Doe or Sir

Position: Foreign Ambassador in the United States (man)

- Envelope: His Excellency John Jacob Doe
Ambassador of (full name of country)
- Salutation: Excellency:
- Place Card: The Ambassador of (country)

Introductions: His Excellency John Jacob Doe, Ambassador of (full name of country) (and Mrs. Doe)

Conversation: Your Excellency or Mr. Ambassador

Position: Representative (woman)

Envelope: The Honorable Jane Jeanne Doe
House of Representatives

Salutation: Dear Mrs. (Miss, Ms.) Doe:

Place Card: Mrs. (Miss, Ms.) Doe

Introductions: The Honorable Jane Jeanne Doe,
Representative from (state) (and Mr. Doe)

Conversation: Mrs. (Miss, Ms.) Doe

Protocol: The Complete Handbook of Diplomatic, Official, and Social Usage, by Mary Jane McCaffree and Pauline Innis.