

Pepperdine University
Some Commonly Used Protocols of Title, Address, and Reference for Correspondence
(multiple forms are listed in descending order of preference)

ADDRESSEE	ENVELOPE – BUSINESS	ENVELOPE – SOCIAL/SINGLE	ENVELOPE – SOCIAL/JOINT	SALUTATION – FORMAL, SINGLE & JOINT
Single Man (bachelor, divorced, widowed)	Mr. John Jacob Doe	Mr. John Jacob Doe		Dear Mr. Doe
Single Woman	Ms. Jane Jeanne Doe	Ms. Jane Jeanne Doe		Dear Ms. Doe
Married Man	Mr. John Jacob Doe	Mr. John Jacob Doe	Mr. and Mrs. John Jacob Doe Mr. and Mrs. John Jacob and Mary Margaret Doe*	Dear Mr. Doe Dear Mr. and Mrs. Doe
Married Woman	Ms. Mary Margaret Doe	Mrs. John Jacob Doe Ms. Mary Margaret Doe	Mr. and Mrs. John Jacob Doe Mr. and Mrs. John Jacob and Mary Margaret Doe*	Dear Mrs. Doe Dear Mr. and Mrs. Doe
Widow	Mrs. John Jacob Doe Ms. Mary Margaret Doe	Mrs. John Jacob Doe Ms. Mary Margaret Doe		Dear Mrs. (Ms.) Doe
Divorcee (almost obsolete)	Ms. Mary Margaret Doe (maiden: Smith)	Mrs. Smith Doe Mrs. Mary Margaret Smith		Dear Ms. Doe (business) Dear Mrs. Smith (social)
M/F Couple – Different Surnames (female 1st)	Ms. Mary Margaret Smith and Mr. John Doe		Ms. Mary Margaret Smith and Mr. John Doe	Dear Ms. Smith and Mr. Doe
F/F Couple (alpha order)	Ms. Jane Jeanne Doe and Ms. Mary Margaret Smith Meses. Jane Jeanne Doe and Mary Margaret Smith		Ms. Jane Jeanne Doe and Ms. Mary Margaret Smith Meses. Jane Jeanne Doe and Mary Margaret Smith	Dear Ms. Doe and Ms. Smith Dear Meses. Doe and Smith
M/M Couple (alpha order)	Mr. John Jacob Doe and Mr. Mark Matthew Smith Messrs. John Jacob Doe and Mark Matthew Smith		Mr. John Jacob Doe and Mr. Mark Matthew Smith Messrs. John Jacob Doe and Mark Matthew Smith	Dear Mr. Doe and Mr. Smith Dear Messrs. Doe and Smith
ACADEMIC				
Holder of PhD, EdD, PsyD or other academic doctorate	Dr. Pat C. Doe	Dr. Pat C. Doe	Dr. and Mrs. John Jacob Doe Dr. Mary Margaret Doe and Mr. John Jacob Doe Drs. Mary Margaret and John Jacob Doe (female 1 st)	Dear Dr. Doe Dear Dr. and Mrs. (Mr.) Doe Dear Drs. Doe
Professor (male)	Professor (Dr.) John Jacob Doe	Professor (Dr.) John Jacob Doe	Professor (Dr.) John Jacob and Mrs. Mary Margaret Doe	Dear Professor (Dr.) Doe Dear Professor (Dr.) and Mrs. Doe
Professor (female)	Professor (Dr.) Mary Margaret Doe	Professor (Dr.) Mary Margaret Doe	Professor (Dr.) Mary Margaret and Mr. John Jacob Doe	Dear Professor (Dr.) Doe Dear Professor (Dr.) and Mr. Doe
2-Professor Couple (same rank; female 1st)	Professors (Drs.) Mary Margaret and John Jacob Doe		Professors (Drs.) Mary Margaret and John Jacob Doe	Dear Professors (Drs.) Doe
2-Professor Couple (differing rank; higher rank/degree 1st)**	Dr. Mary Margaret and Professor John Jacob Doe		Dr. Mary Margaret and Professor John Jacob Doe	Dear Dr. and Professor Doe
Dean	Dr. (Mr., Ms., Mrs.) Pat Chris Doe Dean, [school/dept. name] [university/college name]	Dean Pat Chris Doe	Dean and Mrs. John Jacob Doe Dean Mary Margaret Doe and Mr. John Jacob Doe	Dear Dean Doe Dear Dean and Mrs. Doe or Dear Dean Doe and Mr. Doe
College/University President/Chancellor/Provost	Dr. Pat Chris Doe President	President Pat Chris Doe	President Pat Chris Doe and Mrs. (Mr.) Doe	Dear Dr. Doe Dear Dr. and Mrs. Doe Dear Dr. Doe and Mr. Doe
MEDICAL				
Physician (MD, DDS, DVM, DO, DC)	Pat C. Doe, M.D. (D.D.S., D.V.M. et al.)	Dr. Pat C. Doe	Dr. and Mrs. John J. Doe Dr. Mary M. Doe and Mr. John J. Doe Drs. Mary M. and John J. Doe Dr. and Mrs. John J. and Mary M. Doe*	Dear Dr. and Mrs. Doe Dear Dr. Doe and Mr. Doe Dear Drs. Doe
RETIRED AND FORMER OFFICIALS WHO TOOK “HON.” (a generic approach)	The Honorable*** Pat Chris Doe	The Honorable Pat Chris Doe	The Honorable Pat Chris Doe and Mrs. (Mr.) Doe	Dear Mr. (Ms., Dr., etc.) Doe Dear Mr. and Mrs. (or other titles) Doe

ADDRESSEE	ENVELOPE – BUSINESS	ENVELOPE – SOCIAL/SINGLE	ENVELOPE – SOCIAL/JOINT	SALUTATION – FORMAL, SINGLE & JOINT
FEDERAL OFFICIALS				
President	The President	The President	The President and Mrs. Bush	Dear Mr. President Dear Mr. President and Mrs. Bush
First Lady	Mrs. Bush	Mrs. Bush	The President and Mrs. Bush	Dear Mrs. Bush Dear Mr. President and Mrs. Bush
Vice President	The Vice President	The Vice President	The Vice President and Mrs. Cheney	Dear Mr. Vice President Dear Mr. Vice President and Mrs. Cheney
Cabinet Member	The Honorable Pat Chris Doe Secretary of X	The Honorable Pat Chris Doe Secretary of X	The Honorable The Secretary of X and Mrs. (Mr.) Doe	Dear Mr. (Madam) Secretary Dear Mr. (Madam) Secretary and Mrs. (Mr.) Doe
Attorney General	The Honorable Pat Chris Doe Attorney General	The Honorable The Attorney General	The Honorable The Attorney General and Mrs. (Mr.) Doe	Dear Mr. (Madam) Attorney General Dear Mr. (Madam) Attorney General and Mrs. (Mr.) Doe
Chief Justice	The Chief Justice	The Chief Justice	The Chief Justice and Mrs. (Mr.) Doe	Dear Chief Justice Doe Dear Chief Justice and Mrs. (Mr.) Doe
Associate Justice	Justice Doe	Justice Doe	Justice and Mrs. (Mr.) Doe	Dear Justice Doe Dear Justice and Mrs. (Mr.) Doe
Chief Justice retired	Chief Justice Doe	Chief Justice Doe	Chief Justice and Mrs. (Mr.) Doe	Dear Chief Justice Doe Dear Chief Justice and Mrs. (Mr.) Doe
Associate Justice retired	The Honorable Pat Chris Doe	The Honorable Pat Chris Doe	The Honorable Pat Chris Doe and Mrs. (Mr.) Doe	Dear Mister (Madam) Justice Doe Dear Mister (Madam) Justice and Mrs. (Mr.) Doe
Chief Judge of US Lower Court	The Honorable Pat Chris Doe Chief Judge United States Court of X	The Honorable Pat Chris Doe	The Honorable Pat Chris Doe and Mrs. (Mr.) Doe	Dear Judge Doe Dear Judge and Mrs. (Mr.) Doe
Judge of a US Lower Court	The Honorable Pat Chris Doe United States Court of X	The Honorable Pat Chris Doe	The Honorable Pat Chris Doe and Mrs. (Mr.) Doe	Dear Judge Doe Dear Judge and Mrs. (Mr.) Doe
Senator	The Honorable Pat Chris Doe United States Senate	The Honorable Pat Chris Doe	The Honorable Pat Chris Doe and Mrs. (Mr.) Doe	Dear Senator Doe Dear Senator and Mrs. (Mr.) Doe
Speaker of the House	The Honorable Pat Chris Doe Speaker of the House of Representatives	The Speaker of the House of Representatives	The Speaker of the House of Representatives and Mrs. (Mr.) Doe	Dear Mr. (Madam) Speaker Dear Mr. (Madam) Speaker and Mrs. (Mr.) Doe
Representative – current or former	The Honorable Pat Chris Doe House of Representatives	The Honorable Pat Chris Doe	The Honorable Pat Chris Doe and Mrs. (Mr.) Doe	Dear Mr. (Ms.) Doe Dear Mr. and Mrs. Doe
STATE AND LOCAL				
Governor	The Honorable Arnold Schwarzenegger Governor of California	The Honorable The Governor of California	The Honorable The Governor of California and Mrs. Schwarzenegger	Dear Governor Schwarzenegger Dear Governor and Mrs. Schwarzenegger
Lieutenant Governor	The Honorable Pat Chris Doe Lieutenant Governor of California	The Honorable Pat Chris Doe	The Honorable Pat Chris Doe and Mrs. (Mr.) Doe	Dear Mr. (Ms.) Doe Dear Mr. and Mrs. Doe
Secretary of State	The Honorable Pat Chris Doe Secretary of State	The Honorable The Secretary of State of X	The Honorable Pat Chris Doe The Secretary of State of X and Mrs. (Mr.) Doe	Dear Mr. (Madam) Secretary Dear Mr. (Madam) Secretary and Mrs. (Mr.) Doe
Chief Justice	The Honorable Pat Chris Doe Chief Justice Supreme Court of the State of X	The Honorable Pat Chris Doe	The Honorable Pat Chris Doe and Mrs. (Mr.) Doe	Dear Mr. (Madam) Chief Justice Dear Mr. (Madam) Chief Justice and Mrs. (Mr.) Doe
State Senator	The Honorable Pat Chris Doe Senate of (state)	The Honorable Pat Chris Doe	The Honorable Pat Chris Doe and Mrs. (Mr.) Doe	Dear Mr. (Ms.) Doe Dear Mr. and Mrs. Doe
State Representative	The Honorable Pat Chris Doe Assembly (or other legislative body) of (state)	The Honorable Pat Chris Doe	The Honorable Pat Chris Doe and Mrs. (Mr.) Doe	Dear Mr. (Ms.) Doe Dear Mr. and Mrs. Doe
State Attorney General	The Honorable Pat Chris Doe Attorney General State of X	The Honorable The Attorney General of the State of X	The Honorable Pat Chris Doe and Mrs. (Mr.) Doe	Dear Mr. (Madam) Attorney General and Mrs. (Mr.) Doe
Mayor or County Supervisor	The Honorable Pat Chris Doe Mayor (Supervisor) of X	The Honorable Pat Chris Doe	The Honorable Pat Chris Doe and Mrs. (Mr.) Doe	Dear Mayor (Supervisor) Doe Dear Mayor (Supervisor) Doe and Mrs. (Mr.) Doe
Judge	The Honorable Pat Chris Doe	The Honorable Pat Chris Doe	The Honorable Pat Chris Doe and Mrs. (Mr.) Doe	Dear Judge Doe Dear Judge and Mrs. (Mr.) Doe

ADDRESSEE	ENVELOPE – BUSINESS	ENVELOPE – SOCIAL/SINGLE	ENVELOPE – SOCIAL/JOINT	SALUTATION – FORMAL, SINGLE & JOINT
DIPLOMATS				
American Ambassador	The Honorable Pat Chris Doe American Ambassador (at post)	The Honorable The American Ambassador (at post)	The Honorable The American Ambassador and Mrs. (Mr.) Doe (at post)	Dear Mr. (Madam) Ambassador Dear Mr. (Madam) Ambassador and Mrs. (Mr.) Doe
	The Honorable Pat Chris Doe American Ambassador to X (away from post)	The Honorable The American Ambassador to X (away from post)	The Honorable The American Ambassador to X and Mrs. (Mr.) Doe (away from post)	
Former American Ambassador	The Honorable Pat Chris Doe	The Honorable Pat Chris Doe	The Honorable Pat Chris Doe and Mrs. (Mr.) Doe	Dear Ambassador Doe Dear Ambassador and Mrs. (Mr.) Doe
Foreign Ambassador	His Excellency Jan Jakob Doe Ambassador of X	His Excellency The Ambassador of X	His Excellency The Ambassador of X and Mrs. Doe	Dear Mr. Ambassador Dear Mr. Ambassador and Mrs. Doe
ATTORNEYS				
Use of Esquire (Esq.) for Attorneys and Consuls	Pat Chris Doe, Attorney at Law Pat Chris Doe, Esquire (Esq.)	Pat Chris Doe, Esquire (Esq.)	Mr. and Mrs. John Jacob Doe Mr. and Mrs. John Jacob and Mary Margaret Doe* Pat Chris Doe, Esquire (Esq.) and Mrs. (Mr.) Doe****	Dear Mr. (Ms.) Doe Dear Mr. and Mrs. Doe
MILITARY				
General – male	General John Jacob Doe, USA (also Lieutenant General, Major General, Brigadier; USAF and USMC) <i>Form for retired officers: General John Jacob Doe, USA, Retired</i>	General John Jacob Doe	General and Mrs. John Jacob Doe	Dear General Doe Dear General and Mrs. Doe
General – female	General Mary Margaret Doe, USAF	General Mary Margaret Smith Doe <i>Form for female officer social styling: [ranking full-name maiden-name married-name]</i>	Major General Mary Margaret Smith Doe and Mr. John Jacob Doe	Dear Major General Doe Dear Major General Doe and Mr. Doe
Admiral – male	Admiral John Jacob Doe, USN (also Vice Admiral, Rear Admiral; USCG)	Admiral John Jacob Doe	Admiral and Mrs. John Jacob Doe	Dear Admiral Doe Dear Admiral and Mrs. Doe
Admiral – female	Admiral Mary Margaret Doe, USN	Admiral Mary Margaret Smith Doe [where Smith is maiden name]	Admiral Mary Margaret Smith Doe and Mr. John Jacob Doe	Dear Admiral Doe Dear Admiral Doe and Mr. Doe
Subsenior Officers – male (Colonel, Major, Captain, Commanders)	Colonel John J. Doe, USA Colonel John J. Doe, USA, Retired	Colonel John J. Doe	Colonel and Mrs. John J. Doe	Dear Colonel Doe Dear Colonel and Mrs. Doe
Subsenior Officers – female (Colonel, Major, Captain)	Colonel Mary M. Doe, USAF	Colonel Mary M. Smith Doe	Colonel Mary M. Smith doe and Mr. John Jacob Doe	Dear Colonel Doe Dear Colonel Doe and Mr. Doe
Lower Officers Lieutenant, Ensign (1st & 2nd) – male	First Lieutenant John Doe, USA	First Lieutenant John Doe	First Lieutenant and Mrs. Doe	Dear Lieutenant Doe Dear Lieutenant and Mrs. Doe
Lower Officers Lieutenant, Ensign (1st & 2nd) – female	First Lieutenant Mary Doe, USAF	First Lieutenant Mary Smith Doe	First Lieutenant Mary Doe and Mr. Doe	Dear Lieutenant Doe Dear Lieutenant Doe and Mr. Doe
Chief Warrant Officer	Chief Warrant Officer Chris P. Doe, USA	Chief Warrant Officer Chris P. Doe	Chief Warrant Officer and Mrs. John J. Doe Chief Warrant Officer Mary Margaret Doe and Mr. John Doe	Dear Mr. (Ms.) Doe Dear Mr. and Mrs. Doe
Noncommissioned Officers	Master Sergeant Chris Doe, USA [rating first-name last-name, service-branch]	Master Sergeant Chris Doe	Master Sergeant and Mrs. (Mr.) Chris Doe	Dear Sergeant Doe Dear Sergeant and Mrs. (Mr.) Doe

ADDRESSEE	ENVELOPE – BUSINESS	ENVELOPE – SOCIAL/SINGLE	ENVELOPE – SOCIAL/JOINT	SALUTATION – FORMAL, SINGLE & JOINT
RELIGIOUS				
ROMAN CATHOLIC				
The Pope	His Holiness The Pope or His Holiness Benedict XVI	His Holiness the Pope or His Holiness Benedict XVI		Your Holiness
Cardinal	His Eminence John Cardinal Doe Archbishop (or Bishop) of X	His Eminence John Cardinal Doe Archbishop (or Bishop) of X		Your Eminence Dear Cardinal Doe
Archbishop US	His Excellency The Most High Reverend John Doe Archbishop of X	His Excellency The Most High Reverend John Doe Archbishop of X		Your Excellency Dear Archbishop
Bishop US	The Most Reverend John Jacob Doe Bishop of X	The Most Reverend John Jacob Doe Bishop of X		Your Excellency Most Reverend Sir Dear Bishop Doe
Monsignor	The Most Reverend John Jacob Doe	The Most Reverend John Jacob Doe		Right Reverend Monsignor Dear Monsignor Doe
Priest	The Reverend John Doe	The Reverend John Doe		Reverend Sir Dear Father Doe
EPISCOPAL				
Bishop	The Right Reverend John Jacob Doe, D.D., LL.D. Bishop of X	The Right Reverend John Jacob Doe	The Right Reverend John Jacob Doe and Mrs. Doe	Right Reverend Sir Dear Bishop Doe Dear Bishop and Mrs. Doe
Archdeacon	The Venerable John Doe, D.D., LL.D. Archdeacon of X	The Venerable John Doe	The Venerable John Doe and Mrs. Doe	Venerable Sir Dear Archdeacon Doe Dear Archdeacon and Mrs. Doe
Dean	The Very Reverend John Doe, D.D., LL.D. Dean of X	The Very Reverend John Doe	The Very Reverend John Doe and Mrs. Doe	Very Reverend Sir Dear Dean Doe Dear Dean and Mrs. Doe
Canon	The Reverend John Doe., D.D., LL.D. Canon of X	The Reverend John Doe	The Reverend John Doe and Mrs. Doe	Reverend Sir Dear Canon Doe Dear Canon and Mrs. Doe
OTHER				
Methodist Bishop	The Reverend John Doe, D.D. Methodist Bishop	The Reverend John Doe	The Reverend John Doe and Mrs. Doe	Reverend Sir Dear Bishop Doe Dear Bishop and Mrs. Doe
Mormon Bishop	Mr. John Doe Church of Jesus Christ of Latter- day Saints	Mr. John Doe	Mr. and Mrs. John Doe	Sir Dear Mr. Doe Dear Mr. and Mrs. Doe
Protestant Minister	The Reverend Pat Chris Doe, D.D., Litt.D. (name of church)	The Reverend Pat Chris Doe	The Reverend Chris Doe and Mrs. (Mr.) Doe	Sir (Madam) Dear Mr. (Ms.) Doe Dear Mr. and Mrs. Doe
Rabbi	Rabbi John Doe	Rabbi John Doe	Rabbi and Mrs. John Doe	Dear Rabbi Doe Dear Rabbi and Mrs. Doe
Chaplain	Chaplain John J. Doe (rank, service designation: e.g. Captain, USN)	Chaplain John J. Doe	Chaplain and Mrs. John J. Doe	Dear Chaplain Doe Dear Chaplain and Mrs. Doe

*A wife-identity-conscious alternative to Mr. and Mrs. John James Doe (highly progressive)

**Professor with terminal doctoral degree precedes professor without, BUT partner with professorial appointment with or without doctorate precedes holder of doctorate without professorial rank. PU hierarchy: president, chancellor, civic office, title, provost, vice president, dean, professor with doctorate, professor, holder of doctorate, religious office, military rank, female, male, alpha ascending, age descending, other.

***It is best not to consider "The Honorable" (or "Hon.") as a title, but rather as an attribute that is used in place of a title for the so-honored person in place of his or her title, and only on the envelope, on a list, or when being announced or introduced.

****In proper usage, "Esquire" is never used in a joint address. However, when context, politics, or personality demand, this is a proposed joint form utilizing "Esquire" (based upon the formula of couples where one partner holds public office).

This list is not exhaustive. Consult the McCaffree reference book noted below or the back section of the *Merriam-Webster Collegiate dictionary* for additional offices.

Sources: *Pepperdine University Literary Style Guide* and *Protocol: The Complete Handbook of Diplomatic, Official, and Social Usage*, McCaffree, M. et al., Prentice-Hall 2002

Rev. May 9, 2007