

## Proper forms of address and salutations for elected officials

### ***Federal***

The Honorable John Smith  
U. S. Senate  
Russell Senate Office Building  
Washington, D.C.

or

The Honorable John Smith  
U.S. Senate  
1015 Main Street  
Hartford, CT

Dear Senator Smith

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The Honorable Jane L. Johnson  
U.S. House of Representatives

Dear Congresswoman Johnson

### ***Committee Chairman (Federal or State)***

The Honorable James F. Flincher  
Chairman  
House Committee on Healthcare  
Legislative Office Building  
Washington, D.C.

Dear Mr. Chairman

### ***State***

The Honorable Richard Wolinsky  
CT State Senate  
Legislative Office Building  
Hartford, CT

Dear Senator Wolinsky

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The Honorable Myra Woodman  
CT House of Representative  
(NY State Assembly) – varies from state to state  
Legislative Office Building  
Hartford, CT

Dear Representative (Assemblywoman) Woodman

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The Honorable Curtis T. Ryan  
Governor  
State Capitol, Room 300  
Hartford, CT

Dear Governor Ryan