

How to Address Public Officials

We perform a vital task when we go to the polls, but we must go further. We can observe our officials in action by attending City Council and County Council meetings and by studying the newspapers and listening to the news when the State Legislature and Congress are in session. We can let our representatives know what we are thinking by writing or telephoning them as issues arise. We should not wait until we are displeased but remember to give encouragement as well as criticism. This is how to address officials at various levels.

<u>Official</u>	<u>Address</u>	<u>Salutation</u>
President	The President The White House Washington, DC 20500	Dear Mr. President
Cabinet Officer	The Honorable___ The Secretary of___ Washington, DC 20210	Dear Madame Secretary
U. S. Senator	The Honorable Joe Doe United States Senate Washington, DC 20510	Dear Senator Doe
U. S. Congressman	The Honorable Ann Smith U.S. House of Representatives Washington, DC 20515	Dear Ms. Smith
Governor	The Honorable John Doe State House Columbia, SC 29211	Governor John Doe
State Senator	The Honorable Ann Smith Gressette Building Columbia, SC 29202	Dear Senator Smith
State Representative	The Honorable John Doe Blatt Building Columbia, SC 29211	Dear Mr. Doe
Mayor	The Honorable John Doe Mayor of Seneca City Hall, Seneca, SC 29678	Dear Sir