**Addressing an Elected Official by Letter/Email**

When writing to officials, whether using a handwritten letter or a typed email, it is important to utilize the proper forms of address – this helps convey the appropriate amount of respect to the official and the office they hold. Below are examples of how to correctly address an envelope, as well as a letter or an email. When writing to an official for your advocacy, be sure to utilize the formats below. For a letter, include a subject line and for an email, make sure to include a short description of what you are seeking.

**Envelope Example:**

Your Name  
Your Address  
Your City, State Zip code

The Honorable ____________
Address of Official’s Office  
City, State Zipcode of Official’s Office

**Letter/Email Example:**

Date

The Honorable ____________
Title/Role of Official  
Office Mailing Address

Re: Health Access for individuals with Primary Immunodeficiencies

Dear Representative/Senator/Mr. / Ms. ____________,


Sincerely,

Your Name  
Your Address  
Your City, State Zip code  
Your Phone Number