3-08/040.25 - Address Block

The addressee's identification shall be placed a minimum of five lines below the date, depending on the length of the letter.

The information in the address block shall include, but not be limited to, the following:

Name and Title

Full and complete name of addressee followed by his business or professional title. If a title is used and cannot be placed on the same line with the name, it should be placed immediately below the name on the next line.

When a business or professional title is not used, the titles "Mr.," "Mrs.," "Miss," or "Ms." shall always precede the addressee's name. If unable to tell whether the addressee is a man or woman, use first and last name. If doubtful whether "Miss" or "Mrs.," use "Ms."

Business or professional titles (e.g., "Chief," "Capt.," "Prof.," "Dr.," "Hon.," etc.) shall always be used when applicable. In such cases, Mr., Mrs., Miss, or Ms. shall not be used.

Agency, Department, Company, etc.

Agency, department, company, or other organization of which the addressee is affiliated, if applicable.

When addressing a subdivision of an agency, the subdivision shall be placed first with the name of the agency/company immediately below on the next line. The name of the subdivision may be placed in the Attention Notation Block (see section 3-08/040.30) with the agency's, department's, company's,or organization's name in the address block.

When a letter is intended for the consideration of only one person, the personal name (the addressee) shall always be placed above the name of the agency, department, company, or organization. Letters addressed solely to an agency, etc., should be avoided.

Balance of Address Block

- When a building name is used, the room, suite, or apartment number must precede it; and
- If a building name is not used and the room, suite, or apartment number is available, place the number at the end of the street address line,

On letters mailed for local distribution only, when the building name is a very well known local or government building and the room number is available, the street address may be omitted, e.g., 383 Kenneth Hahn Hall of Administration.

- Street address (or box number) or rural route. Do not abbreviate street, drive, etc. When a post office box number is given, use the box number and not the street address; and

City, state, and zip code. The city and state names shall be spelled out with the zip code placed two spaces after the state name, never singly on a separate line.