

FORMS OF ADDRESS

NOTES:

1. Refer to the “Who’s Who and Who Does What” chart for the appropriate audience.
2. Your elected official may be the Prime Minister, a Premier, or a Cabinet Member. If so, use the highest title he or she possesses.
3. It is important to identify the gender of your elected official when writing to him/her.

FEDERAL OFFICIALS

Prime Minister

Address: The Right Honourable John Doe, PC, MP
Prime Minister of Canada
Salutation: Dear Prime Minister
Conversation: Sir OR Prime Minister

Federal Minister

Address: The Honourable Jane Doe, PC, MP, Minister of _____
Salutation: Dear Mrs. Doe OR Dear Minister
Conversation: Mrs. Doe OR Mrs. Minister

Members of Parliament

Address: The Honourable John Doe, MP
Salutation: Dear Mr. Doe
Conversation: Mr. Doe

PROVINCIAL OFFICIALS

Provincial Premier

Address: The Honourable John Doe, Premier of _____
Salutation: Dear Premier OR Dear Premier Doe
Conversation: Mr. Premier OR Mr. Doe

Provincial Minister

Address: The Honourable Jane Doe, Minister of _____
Salutation: Dear Minister or Dear Mrs. Doe
Conversation: Minister OR Mrs. Doe

Members of Provincial Legislatures

Address: Ms. Jane Doe, MLA/MPP/MNA/MHA*
Salutation: Dear Ms. Doe
Conversation: Ms. Doe

**In NB, NS, PEI, MB, SK, AB, BC, NUN, NWT and YK, use “MLA”*

**In ON, use “MPP”*

**In QC, use “MNA”*

**In NL, use “MHA”*

FORMS OF ADDRESS

2.

LOCALLY ELECTED OFFICIALS

Mayor

Address: Her Worship Mayor Jane Doe OR Mayor Jane Doe

Salutation: Dear Mayor Doe

Conversation: Mayor Doe OR Ms. Doe

Mayor and Council

Address: His Worship Mayor John Doe and Council OR Mayor Doe and Council

Salutation: Dear Mayor Doe and Council

Regional District Chair

Address: Chair John Doe

Salutation: Dear Chair Doe

Conversation: Mr. Doe

Municipal Elected Officials

Address: Councillor John Doe

Salutation: Dear Councillor Doe OR Dear Mr. Doe

Conversation: Mr. Doe