

Correct Forms of Address

Governor

Official/Business Address

The Honorable (full name)
Governor of Colorado
136 State Capitol
Denver, CO 80203-1792

Salutation:

Dear Governor (last name):

Speaking to:

“Governor (last name)”

Speaker of the House

The Honorable (full name)
Speaker of the House
Colorado House of Representatives
State Capitol
Denver, CO 80203

Salutation:

Dear Mr or Ms. (last name) or
Dear Speaker (last name)

Speaking:

“Mr. Speaker”

State Senator

Official/Business Address

The Honorable (full name)
Colorado Senate
State Capitol
Denver, CO 80203

Salutation:

Dear Senator (last name)

Speaking to:

“Senator (last name)”

State Representative

Official/Business Address

The Honorable (full name)
Colorado House of Representatives
State Capitol
Denver, CO 80203

Salutation:

Dear Mr./Ms. (last name) or
Dear Representative (last name)

Speaking to:

“Representative (last name)” or
“Mr./Ms. (last name)”.

It is helpful to put the room number in front of *State Capitol* for house and senate members. The room number can be found at

<https://leg.colorado.gov/legislators>