

## **ADDRESSING LETTERS TO BISHOPS AND PASTORS**

Use the formats listed below when addressing the envelopes and letters to Bishops and Pastors. Depending on the title of the person, specific language is required out of respect for their position. Download samples of letters and address labels below.

### **CARDINALS:**

**Addressing the envelope:** His Eminence (Christian name) Cardinal (Surname)  
(If an Archbishop or Bishop give title and see)

**Salutation on letter:** Your Eminence:

**Concluding a letter:** Asking the blessing of Your Eminence, I am, Yours  
respectfully in Christ, N.

**In personal speech:** Your Eminence

### **ARCHBISHOPS:**

**Addressing the envelope:** Most Reverend N \_\_\_\_\_ N \_\_\_\_\_, Archbishop  
of \_\_\_\_\_

**Salutation on letter:** Your Excellency:

**Concluding a letter:** Asking Your Excellency's blessing, I am, Yours respectfully in  
Christ, N.

**In personal speech:** Your Excellency

### **BISHOPS:**

**Addressing the envelope:** Most Reverend N \_\_\_\_\_ N \_\_\_\_\_  
Bishop of \_\_\_\_\_

**Salutation on a letter:** Your Excellency:

**Concluding a letter:** Asking Your Excellency's blessing, I am, Yours respectfully,  
NN.

**In personal speech:** Bishop

### **SECULAR PRIESTS:**

**Addressing the envelope:** Rev. N \_\_\_\_\_ N \_\_\_\_\_ or Father N \_\_\_\_\_

**Salutation on letter:** Dear Father:

**Concluding a letter:** Respectfully yours in Christ, NN.

**In personal speech:** Father