Ambassador (Male):  
The Honorable Charles W. Anderson (Dear Mr. Ambassador:)  
Department of State  
2050 Bamako Place  
Washington, DC 20521-2050  
  
Ambassador (Female):  
The Honorable Kathleen S. Holden  
("Dear Madam Ambassador" is correct, but not always preferred;  
"Dear Ambassador Holden" is often preferred.)  
Department of State  
7100 Athens Place  
Washington, DC 20521-7100  
  
Note: It would be wise to check with your area technician to verify which title your female ambassador prefers.

Charge d'Affaires:  
The Honorable Denise W. Williams (Dear Ms. Williams)  
American Charge d. Affaires Ad interim  
Department of State  
8400 London Place  
Washington, DC 20521-8400  
  
Consul General:  
Mr. Douglas E. Carter (Dear Mr.Carter:)  
American Consul General  
Department of State  
5520 Quebec Place  
Washington, DC 20521-5520  
  
Consul:  
Mr. William J. Bryant (Dear Mr. Bryant:)  
American Consul  
Department of State  
6170 Peshwar Place  
Washington, DC 20521-6170  
  
Junior and mid-level officers at post:

Name  
Functional title  
Department of State  
(xxxx)(Name of Post) Place  
Washington, DC 20521-xxxx

Model:  
Mr. Charles B. Evans  
Consular Officer  
Department of State  
2430 Nouakchott Place  
Washington, DC 20521-2430

Officers who are section chiefs at embassies:

Section chiefs at embassies are usually titled: Counselor of Embassy for Administrative Affairs, or for Consular Affairs, or Economic/Commercial Affairs, or Political Affairs.

Model:  
Ms. Cynthia Ervin  
Counselor of Embassy for Administrative Affairs  
Department of State  
4150 Sydney Place  
Washington, DC 20521-4150

Officers who are section chiefs at American Consulates General and some American Consulates:

Model:  
Mr. Harry W. Jones  
Administrative Officer  
Department of State  
4150 Sydney Place  
Washington, DC 20521-4150  
  
Functional officers at smaller posts:  
  
Model:  
Ms. Janet K. Barlow  
Administrative Officer  
Department of State  
3290 Hermosillo Place  
Washington, DC 20521-3290