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