

His Excellency Bishop Richard J, Malone
C/O The Chancery
Diocese of Buffalo
795 Main Street
Buffalo, New York 14203

His Holiness, Pope Francis PP.
Apostolic Palace
00120 Via Del Pellegrino
Citta Del Vaticano

Congregation for the Doctrine of the Faith

Prefect: His Eminence Cardinal Luis Francisco Ladaria Ferrer, SJ
Secretary: His Excellency Giacomo Morandi
Palazzo del Sant'Uffizio
00120 Citta del Vaticano

Conregation for Bishops

Prefect: His Eminence Cardinal Marc Quellet
Secretary: His Excellency Ilson de Jesus Montanari

Congregation for Clergy

Prefect: His Eminence Cardinal Benjamino Stella
Secretary: His Excellency Archbishop Joel Mercier

Note:

When writing to Pope Francis or Bishop Malone, throughout your letter, your tone should be polite, respectful and gracious. Write everything out you need and want to say, but keep in mind that the Pope and the bishop are busy men. Instead of dragging on it would be better for all parties concerned if you keep the formalities basic and went directly into the purpose of your letter.

When addressing the Pope in writing, an acceptable way would be "Most Holy Father" but on the envelope you should address the Pope as " His Holiness, Pope Francis" When writing to Bishop Malone, you should address him as " Your Excellency Bishop Malone"

To address a cardinal, you would use, "His Eminence"

To address a bishop, you would use, "His Excellency"