

Calligraphy by Marcia Aronow

GUIDELINES FOR ADDRESSING YOUR ENVELOPES

- When a husband and wife have different last names, the wife's name is usually written first.
- Using professional designations such as Esq., M.D. or Ph.D. are only appropriate for business correspondence.
- Addressing your guests without titles is also acceptable.
- Titles are abbreviated, but all other words should be spelled out.
- Inner envelope wording can be traditional, or casual such as, Grandma.
- Use 5-digit ZIP codes only.
- Remember to invite your officiant!
- Contact me with any questions: marcia@marciaaronow.com; or call, 847.638.3599.

SENDING TO	OUTER ENVELOPE	INNER ENVELOPE
SINGLE GUESTS		
Unmarried woman	Ms. Sara Allen (or Miss, if under 18)	Ms. Allen
Divorced woman	Ms. Sara Allen	Ms. Allen
Widowed woman	Mrs. Sara Allen	Mrs. Allen
Unmarried man	Mr. Adam Robert	Mr. Robert
COUPLES		
Married, same last name	Mr. and Mrs. Adam Robert	Mr. and Mrs. Robert
Married, different last names	Ms. Sara Allen and Mr. Adam Robert	Ms. Allen and Mr. Robert
Engaged couples	Ms. Sara Allen and Mr. Adam Robert	Ms. Allen and Mr. Robert
Unmarried couple, living together	Ms. Sara Allen Mr. Adam Robert	Ms. Allen Mr. Robert
Same gender couples, alphabetical by last name	Mr. Jeffrey Harris Mr. Adam Robert	Mr. Harris Mr. Robert
Married same gender couple	Mr. and Mr. Jeffrey Harris	Mr. and Mr. Harris
Couple, both doctors, same last name	Drs. Sara and Adam Robert	The Drs. Robert
Couple, both doctors, different last names	Dr. Sara Allen and Dr. Adam Robert	Dr. Allen and Dr. Robert
Couple, woman with professional title	Dr. Sara Allen and Mr. Adam Robert	Dr. Allen and Mr. Robert
Couple, man with professional title	Dr. and Mrs. Adam Robert	Dr. and Mrs. Robert
Unmarried couple not living together, named guest	Ms. Sara Allen	Ms. Allen Mr. Russell
Unmarried couple not living together, unnamed guest	Ms. Sara Allen	Ms. Allen and Guest
Using "Jr." or "Sr."	Mr. and Mrs. Adam Robert, Jr.	Mr. and Mrs. Robert

FAMILIES		
With children under 18 (those over 18 typically receive their own invitation)	Mr. and Mrs. Adam Robert	Mr. and Mrs. Robert Jack David Madeline Holly
Sisters over 18 at the same address	Ms. Madeline Robert Ms. Holly Robert	Ms. Robert (or Madeline) Ms. Robert (or Holly)
Brothers over 18 at the same address	Mr. Jack Robert Mr. David Robert	The Messrs. Robert
OTHER PROFESSIONALS AND THE MILITARY		
Married couple, man is judge	The Honorable and Mrs. Sara Robert	Judge and Mrs. Robert
Married couple, woman is judge	The Honorable Sara Robert and Mr. Adam Robert	Judge Robert and Mr. Robert
Married couple, different professional titles	The Honorable Sara Robert Lieutenant Adam Robert, U.S. Navy	Judge Robert Lieutenant Robert
Reverend	The Reverend and Mrs. Adam Robert	The Reverend and Mrs. Robert
Rabbi	Rabbi and Mrs. Adam Robert	Rabbi and Mrs. Robert
Lawyers	Mr. and Mrs. Adam Robert	Mr. and Mrs. Robert
Active or Retired Military	Colonel and Mrs. Adam Robert	Colonel and Mrs. Robert
SINGLE ENVELOPES ONLY		
Couples	Mr. and Mrs. Adam Robert	
Families	Mr. and Mrs. Adam Robert Mr. Jack Robert Miss Holly Robert or, Jack and Holly	
Single guests living together	Ms. Sara Allen Mr. Adam Robert	
Single guest with unnamed guest	Ms. Sara Allen and Guest	

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