



## A SIMPLE GUIDE TO ADDRESSING YOUR INVITATION ENVELOPES

RECIPIENT	OUTER ENVELOPE	INNER ENVELOPE <i>(formal)</i>	INNER ENVELOPE <i>(Contemporary)</i>	SINGLE ENVELOPES ONLY
Married couples living in the same house	Mr. and Mrs. William Smith	Mr. and Mrs. Smith	Michelle and Bill	Mr. and Mrs. William Smith
Married couples with different last names	Ms. Michelle Franks and Mr. William Smith <i>(both names on same line)</i>	Ms. Franks and Mr. Smith	Michelle and Bill	Mr. and Mrs. William Smith
Married couple with children under 18	Mr. and Mrs. William Smith	Mr. and Mrs. Smith Joanne and Susan (by age)	Adam, Mary, Joanne, and Susan	Mr. and Mrs. William Smith Joanne and Susan (by age)
Unmarried couple at same address (list alphabetically)	Ms. Caroline Parker Mr. David Randolph	Ms. Parker Mr. Randolph	Caroline and David	Ms. Caroline Parker Mr. David Randolph
Single female with guest*	Miss Susan Walters	Miss Walters and Guest	Susan and Guest	Miss Susan Walters and Guest
Single male with guest*	Mr. Thomas Moore	Mr. Moore and Guest	Thomas and Guest	Mr. Thomas Moore and Guest
Judge	The Honorable and Mrs. Al Jones	Judge and Mrs. Jones	same	The Honorable and Mrs. Al Jones
Clergy	The Reverend Donald Cooke	The Reverend Cooke	same	The Reverend Donald Cooke
Doctor (medical)	Doctor Benjamin Stephens	Doctor Stephens	Benjamin	Doctor Benjamin Stephens
Married Woman Doctor	Doctor Susan Goodman Mr. Frank Goodman	Doctor Goodman Mr. Goodman	Susan and Frank	Doctor Susan Goodman Mr. Frank Goodman
Married couple, both doctors	Doctors Susan and Frank Goodman	The Doctors Goodman	Susan and Frank	Doctors Susan and Frank Goodman

*\*If allowing single friends and family to invite a guest, it is best to find the name of the guest to include on the envelope*