



PINK CHAMPAGNE DESIGNS

ENVELOPE ADDRESSING ETIQUETTE GUIDE

ADDRESSING A WOMAN

MAIDEN NAME

Ms. Jane Jones
Ms. Jane Elizabeth Jones*
Miss Jane Jones

Usually 'Miss' is for girls under 18

**Note: Formal addressing includes middle names, but is not necessary. Either choose their full middle name or omit completely; do not abbreviate the middle initial.*

MARRIED, KEPT MAIDEN NAME

Ms. Jane Jones

MARRIED, USES HUSBAND'S NAME SOCIALLY

Mrs. John Smith
Mrs. Jane Smith
Ms. Jane Smith

SEPARATED, NOT DIVORCED

Mrs. John Smith
Mrs. Jane Smith
Ms. Jane Smith

DIVORCED

Mrs. Jane Smith
Ms. Jane Smith
Ms. Jane Jones (maiden name)

WIDOWED

Mrs. John Smith*
Mrs. Jane Smith
Ms. Jane Smith

**Note: If you don't know the widow's preference, this is the traditional and preferred form, but it's best to ask which way she prefers to be addressed.*

ADDRESSING A MAN

FORMAL TITLES

Mr. John Smith
Mr. John William Smith

Master Tommy Smith

Boys are called "Master" until about age 13 then have no title until about age 16, when they assume "Mr."

The Messrs Tommy and Sammy Smith

The plural "The Messrs" is used to address two brothers at the same address

Invitations are still considered formal if "Master" and "The Messrs" are not used so these titles are not necessary

SUFFIXES

Mr. and Mrs. John Smith, senior
Mr. and Mrs. John Smith, junior

There is a comma before the suffix and the suffix is not capitalized

Mr. and Mrs. John Smith II
Mr. and Mrs. John Smith III
Mr. and Mrs. John Smith IV

...

No comma needed before numeral suffixes

If names are written in script, "III" is written in a non-script font, but italicized

ADDRESSING A COUPLE...

MARRIED COUPLE

(outer envelope)

Mr. and Mrs. John Smith

Mr. and Mrs. John William Smith

Traditionally, since the woman took her husband's name, a woman's first name is omitted, and a man's first and surname were not separated. Nowadays, Mr. and Mrs. John and Jane Smith is socially accepted if you wish to add the woman's first name; however, is not considered etiquette.

(inner envelope)

Mr. and Mrs. Smith

Jane and John Smith

Traditionally, a woman's name preceded a man's on an inner envelope, and his first and surname were not separated. Nowadays, the order of the names does not matter. The exception is when one member of the couple 'outranks' the other. There is no need to add middle names, but if you

prefer full names, spell out all names: first, middle, and last.

MARRIED, INFORMAL ADDRESS

Jane and John Smith

John and Jane Smith

MARRIED, SHE PREFERS MS.

Mr. John Smith and Ms. Jane Smith

Ms. Jane Smith and Mr. John Smith

Do not link Ms. to the husband's name: Mr. and Ms. John Smith is incorrect

MARRIED, DIFFERENT LAST NAMES

(outer envelope)

Mr. John Smith and Ms. Jane Jones

Ms. Jane Jones and Mr. John Smith

...ADDRESSING A COUPLE...

(and if you can't fit both names on one line):

Mr. John Smith
and Ms. Jane Jones

(inner envelope)

Mr. Smith and Ms. Jones

The word "and" between two names implies the couple is married.

UNMARRIED

(outer envelope)

Mr. John Smith
Ms. Jane Jones

(inner envelope)

Mr. Smith
Ms. Jones

UNMARRIED, LIVING TOGETHER

(outer envelope)

Ms. Jane Jones
Mr. John Smith

(inner envelope)

Ms. Jones
Mr. Smith

Even though the word "and" between two names implies the couple is married, if a couple is living together, it is now acceptable to add an "and" between their names and listed on one line.

This same rule applies for LGBTQ+ couples: either name can go first, or go in alphabetical order.

...ADDRESSING A COUPLE

A WOMAN WHO OUTRANKS HER HUSBAND: elected office, military rank

(outer envelope)

The Honorable Jane Smith and Mr. John Smith

(and if you can't fit both names on one line):

The Honorable Jane Smith
and Mr. John Smith

(inner envelope)

The Honorable Smith and Mr. Smith

A WOMAN WHO OUTRANKS HER HUSBAND: professional or degree

(outer envelope)

Dr. Jane Smith and Mr. John Smith

(inner envelope)

Dr. Smith and Mr. Smith

BOTH ARE DOCTORS (PhD or medical) AND USE THE SAME LAST NAME

(outer envelope)

Drs. John and Jane Smith

Dr. John Smith and Dr. Jane Smith

(inner envelope)

The Doctors Smith

BOTH ARE DOCTORS (PhD or medical), SHE USES HER MAIDEN NAME

Dr. Jane Jones and Dr. John Smith

Dr. John Smith and Dr. Jane Jones

LGBTQ+ COUPLES

Same rules as any other married couple with different

ADDRESSING FAMILIES & PLUS-ONES

FAMILIES WITH CHILDREN UNDER 18

(outer envelope)

Mr. and Mrs. John Smith

(inner envelope)

Mr. and Mrs. John Smith

Master Tommy, Miss Sally

*If single envelope is used, write “and family”
below the formal name*

For girls under 18, use “Miss.”

*For boys under 13, use “Master”, but not necessary**

**See page: “Addressing a Man” for more info*

FAMILIES WITH CHILDREN OVER 18 LIVING AT HOME

*Children over 18 who still live at home should
receive their own invitation*

GUESTS WITH PLUS-ONES

(outer envelope)

Mr. John Smith

(inner envelope)

Mr. John Smith and guest

*If you are using a single envelope, add
“and guest” to the outer envelope.*

*If your guest will be bringing a plus-one, and
they’re in a serious relationship, add their guest
name instead of “and guest” to make it more per-
sonable.*

*List the person you’re closest with first on the
outer and inner envelopes. If you’re similarly
acquainted with both, list them in alphabetical
order.*

THE ADDRESS

ADDRESS SUFFIX SHOULD BE SPELLED OUT

Example: Drive, Street, Avenue, etc.

ADDRESS PREFIX SHOULD BE SPELLED OUT

Example: North, South, etc.

P.O. BOX SHOULD BE SPELLED OUT

Example: Post Office Box 1234

STATE SHOULD BE SPELLED OUT

Example: "Texas" instead of TX

NUMBERS ARE *NOT* TO BE SPELLED OUT

Example: "12 Main Street" instead of "Twelve Main Street"

YOU'RE ALL SET!

You're now ready to start your guest list for your wedding invitations with the confidence you are abiding by the etiquette of envelope addressing.

We hope this guide was helpful for you.

With our invitation design services, both semi-custom in our shop and our custom invitation designs, we are always ready to answer any question you may have. For more information on our custom services and shop for semi-custom designs, please visit our website or contact us!

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Sources: Emily Post, Martha Stewart Weddings, and The Knot