



# ENVELOPE ADDRESSING GUIDE

RECIPIENT	OUTER ENVELOPE	INNER ENVELOPE (FORMAL)	INNER ENVELOPE (CONTEMPORARY)	SINGLE ENVELOPES ONLY
Married Couple	Mr. and Mrs. Ed White	Mr. and Mrs. White	Ed and Jane	Mr. and Mrs. Ed White
Married couples with different last names	Mr. Ed White and Mrs. Jane Jones (on same line)	Mr. White and Mrs. Jones	Ed and Jane	Mr. Ed White and Mrs. Jane Jones (on same line)
Married couple with children under 18	Mr. and Mrs. Ed White	Mr. and Mrs. Ed White Kaitlyn, Ryan, Jack (by age)	Ed and Jane Kaitlyn, Ryan, Jack	Mr. and Mrs. Ed White Kaitlyn, Ryan and Jack
Unmarried couple at same address	Ms. Jane Jones and Mr. Ed White (on same line)	Ms. Jones and Mr. White	Jane and Ed	Ms. Jane Jones and Mr. Ed White (on same line)
Unmarried couple who do not live together	Ms. Jane Jones (only name should be the person who lives at the address)	Ms. Jones and Mr. White	Jane and Ed	Ms. Jane Jones and Mr. Ed White (on same line)
Single female with guest*	Miss Jane Jones or Ms. Jane Jones	Miss Jones and guest or Ms. Jane Jones and guest	Jane and guest	Miss Jones and guest or Ms. Jane Jones and guest
Single male with guest*	Mr. Ed White	Mr. White and guest	Ed and guest	Mr. White and guest
Judge	The Honorable and Mrs. Ed White (on same line)	Judge and Mrs. Ed White	Ed and Jane	The Honorable and Mrs. Ed White (on same line)
Clergy	The Reverend and Mrs. Ed White (on same line)	Reverend and Mrs. White	Ed and Jane	The Reverend and Mrs. Ed White (on same line)
Married woman doctor	Doctor Jane White and Mr. Ed White	Doctor White and Mr. White	Jane and Ed	Doctor Jane White and Mr. Ed White
Married, both doctors	The Doctors White	The Doctors White	Ed and Jane	The Doctors White
Same sex couple	Mr. John Smith and Mr. Ed White	Mr. Smith and Mr. White	Ed and John	Mr. John Smith and Mr. Ed White

\* When inviting single friends and family to bring a guest, it is best to find the name of the guest to include on envelope whenever possible. Don't see your situation? Feel free to contact a designer with questions.