



KENDALL PENNY
CALLIGRAPHY & DESIGN

*An Etiquette Guide for
Addressing Wedding Invitation Envelopes*

FIRST THINGS FIRST: BE SPECIFIC

Keep in mind that one of the primary ways for your guests to know exactly who is invited to your wedding is to look at what names are listed on the invitation envelope. Therefore, it is important to be as specific as possible with what names you include.

MARRIED COUPLES

Include titles, Mr. and Mrs., followed by the man's first and last name. If you would rather list both first names, then write them alphabetically by first name.

*Mr. and Mrs. Jonathan Smith
1234 Street Name
City, State 56789*

*Mrs. Eliza and Mr. Jonathan Smith
1234 Street Name
City, State 56789*

FAMILIES

Children's names are written in birth order on a line below the parents' names. You can also address the envelope to "The ___ Family" --- but keep in mind that this would not specify exactly who is invited.

*Mr. and Mrs. Jonathan Smith
Ben, Kate, and Ryan Smith
1234 Street Name
City, State 56789*

*The Smith Family
1234 Street Name
City, State 56789*

COUPLES LIVING TOGETHER

For established couples that live together, include both first and last names and their titles, Mr. and Ms., on the same line.

*Mr. Roger Wilson and Ms. Jenny Hughes
1234 Street Name
City, State 56789*

SINGLE MEN AND WOMEN

Include the appropriate title followed by first and last name: for men (18 years or older), use Mr., and for women, use Ms. (or Miss if they are under the age of 18)

*Mr. Steven Cox
1234 Street Name
City, State 56789*

*Ms. Whitney Turner
1234 Street Name
City, State 56789*

SINGLE WITH A GUEST

If you are inviting a single man or woman who is in a significant long-term relationship, it is best to name their guest or send both individuals their own invitations. However, if it is not a significant long-term relationship and/or you do not know the guest that they will bring, it is appropriate to list the main guest's name followed by "and Guest".

*Ms. Anne Burluson and Mr. Jacob Frye
1234 Street Name
City, State 56789*

*Mr. Grant Henderson and Guest
1234 Street Name
City, State 56789*

SPECIAL TITLES

Doctors are always listed first when addressed to a couple, and two married doctors should be given the title, Drs.:

*Dr. Rebecca and Mr. James Taylor /
Drs. Michael and Marie Stewart*

For a divorcée, use the title, Ms., when unsure of her surname preference.

For a widow, the traditional way is to address her with the title, Mrs., followed by her late husband's first and last name:

Mrs. Daniel McCarthy

Be sure to include appropriate titles for members of the military, elected officials, and clergy. These names should be listed first when they "outrank" the other guest(s).



Frequently Asked Questions

CAN I USE ABBREVIATIONS IN MAILING ADDRESSES?

Although the titles, Mr. and Mrs., are used for the names of guests, all other words should be spelled out. This means that titles that are frequently included in street addresses (i.e.: street, drive, road, avenue, boulevard), as well as the names of states, should be spelled out.

DO I WRITE THE MAN'S OR THE WOMAN'S NAME FIRST?

The quick answer is: either one! It is now acceptable for either name to be listed first. Traditional holds that the woman's name should be listed first, followed by the man's first and last name. This was in order to keep his full name from being separated. However, this is no longer an expectation and either way is acceptable. I'd encourage you to keep in mind who you are addressing the envelope to - if you know which method they would prefer, consider making adjustments to honor them!

DO I NEED INNER AND OUTER ENVELOPES?

The short answer is: no, you really don't need both. Most couples these days mail their invitation suite in one envelope. The traditional way to mail wedding invitations is to have an inner envelope that contains your wedding invitation suite, and an outer envelope that holds everything. The reason being that envelopes tend to get messy as they are transported through the postal system, so having an outer envelope allows for the inner envelope containing the invitation to remain beautifully intact.

As far as addressing is concerned, the outer envelope should include formal (and potentially less specific) names as well as the mailing address, leaving the inner envelope the place for writing personal and specific names of your invited guests.

OUTER ENVELOPE

*The Robertson Family
1234 Street Name
City, State 56789*

OUTER ENVELOPE

*Mr. Jones
1234 Street Name
City, State 56789*

INNER ENVELOPE

*Mr. and Mrs. John Robertson
Hannah Robertson
Alex Roberston*

INNER ENVELOPE

Uncle Mark

