

Etiquette for Addressing Envelopes



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Traditionally, the outer envelope is more formal and the inner uses first names. You can decide what level of formality you would prefer when addressing people. That said, you may want to consider that if you don't know someone particularly well we recommend the formal option as they find others offensive. Please note that if you only want the couple and not their children, do not list the kids, a guest, or "family". Simply address the parents.

Most formal

- Mr. and Mrs. John Smith
- Mr. John and Mrs. Cindy Smith

Less formal

- John and Cindy Smith
- John Smith

Least formal

- John and Cindy
- John

Titles

Ms. for someone who is separated, divorced, living together, or over 30. Mr. and Ms. John smith is not correct because they are married.

What if the same title applies to all or neither invitee(s)?

Either list them alphabetically or if you are closer to one of them, list them first.

What if the couple is not married?

Either list them alphabetically or if you are closer to one of them, list them first.

What if someone is a doctor?

List them first and use their proper title (Dr.).

If you'd like the invitee(s) to bring their kids:

Mr. and Ms. John smith
and family (on a separate line)

The Smith Family

Mr. John Smith and Mrs. Cindy Smith
(with) Adrienne, Jacob and Samantha*

* If you only want the older children, only list the kids you want to attend

What if you want someone to bring a date?

If you do not know who they want to bring, list "and guest" below their name.