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HAND LETTERING & CALLIGRAPHY

# ENVELOPE ADDRESSING GUIDE

Envelope addressing etiquette is...confusing.

Names, for good reason, are highly personal. This guide will ensure that each guest's name is listed properly and let you move on to the more enjoyable aspects of planning your special event!

*Note: Because some rules are made to be broken, this guide includes some alternative (but still sophisticated) options of addressing. When in doubt, asking your guest how they prefer to be addressed is the best way to make sure you don't offend.*

For more information about my calligraphy services,  
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# Single Guests

All guests age 18 and up should receive their own invitation, even if they are living at home with their parents. The appropriate forms of address include Mr., Ms., and Mx.

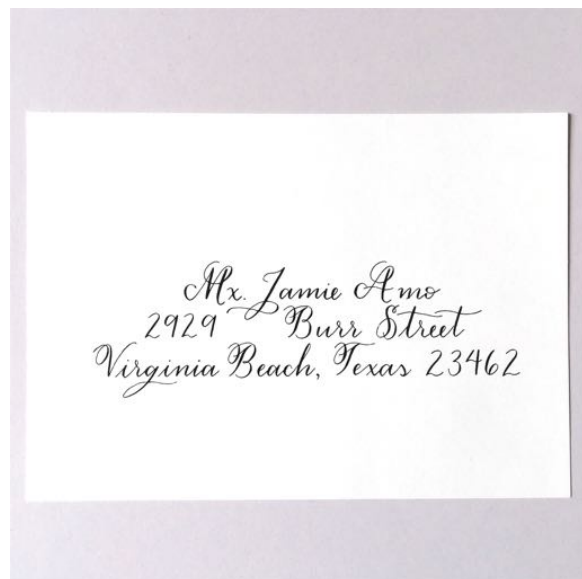


If your guest's name includes a suffix:

- Use a comma before Jr. or Sr.
- Do not use a comma before II or III (Mr. Don Nieves III)



The correct form of address for women age 18 and older is Ms. not Miss, which should be reserved only for girls under the age of 18.



Mx. is a gender neutral title that is appropriate to use to address gender non-conforming guests.

## DIVORCED

Some divorced women keep their ex-husband's last name while others use their maiden name. In some situations, like this one, it is best to ask your guest how they prefer to be addressed.



If keeping her married name, you can use Mrs. to address your guest. But, use her first name rather than her ex-husband's.



If she prefers to be addressed by her maiden name, use Ms. instead.

## WIDOWED



The traditional way to address a widow is by pairing Mrs. with her husband's full name.

Alternative options include:

Mrs. Mary Berger

Ms. Mary Berger

You can always ask your guest how she prefers to be addressed, but if you are unsure, a safe bet is the pictured option.

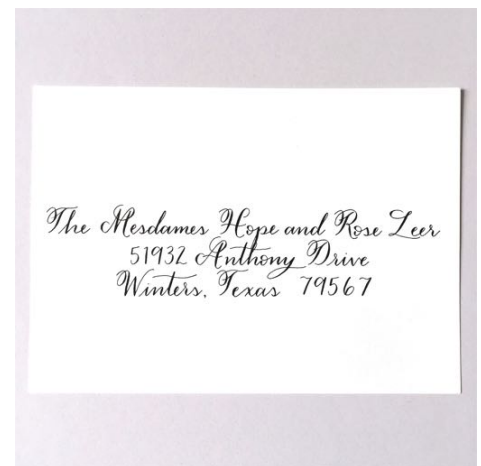
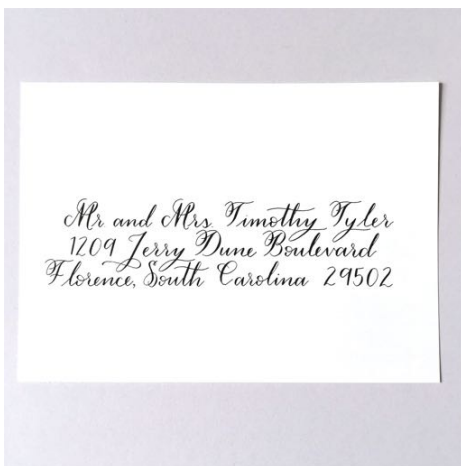
# Couples

## UNMARRIED COUPLES

Allow your guest to bring a plus-one by adding “and Guest” to their invitation. If you are inviting your friend’s significant other, it is good etiquette to include their name on the invitation as well. You can list the friend you are closest to first, or list them alphabetically if equally close to both.



## MARRIED COUPLES, same last name



While it can feel outdated, this is the traditional way to address a married couple. Another equally proper option is:  
Mrs. Kay and Mr. Timothy Tyler

Refer to two married men with the same last name as:  
The Messrs.

Refer to two married women with the same last name as:  
The Mesdames

## MARRIED COUPLES, different last names

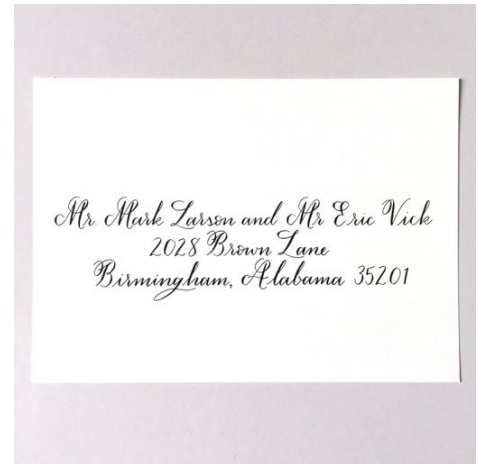
If your friends don't share a last name, list them separately on the same line.



A woman who kept her maiden name is addressed as Ms. rather than Mrs.



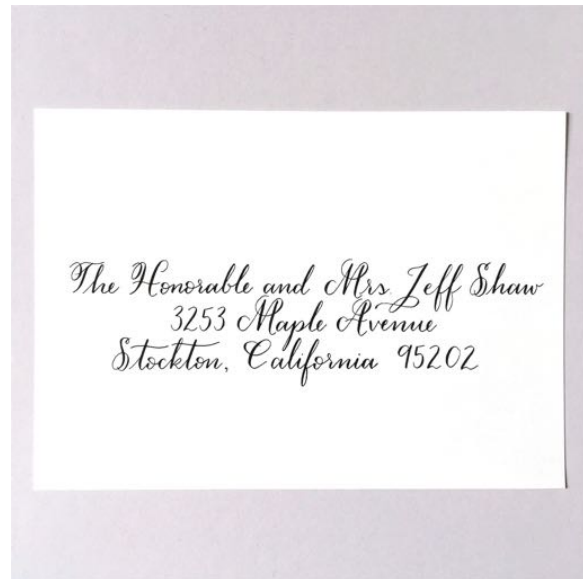
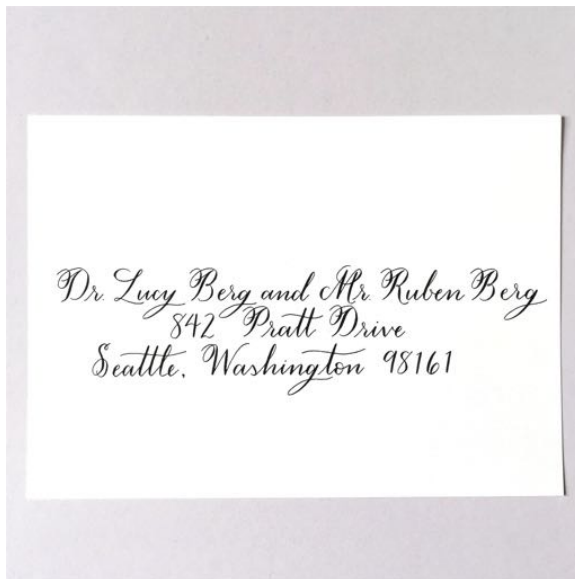
The same goes for women who hyphenated their last name.



List your closest friend first or list alphabetically by last name.

## MARRIED COUPLES, distinguished titles

The partner with the distinguished title always comes first, regardless of gender. Otherwise, follow the same rules as before!



# Families

Excluding children from your event can feel like a touchy subject. While omitting children's names should get the point across, an additional insert or phone call may be needed to ensure that guests understand you are throwing an adult-only event.

However, if you are inviting children, there is an easy way to make sure their parents know they are welcome: include them on the envelope!

While perfectly acceptable to invite the family as a unit, listing every family member invited by name on the envelope is the best way to avoid confusion about who is or is not invited to your event. Children under 18 should be listed on the second line, underneath their parents' names (this is when it's okay to use Miss). And remember, any family members over 18 should get their own invitation.

