

# *Etiquette Guide for Addressing Envelopes*

Traditional wedding invitations and announcements come with two envelopes, an inner and outer. The more contemporary styles usually come with single outer envelopes.

The inside inner envelope usually does not have gumming on the flap and is often ordered with a colored lining. The inside inner envelope is smaller than the outside envelope. Address the inner envelope with names only, without the street address.

	Inner Envelope	Outer Envelope
Single Guests		
	Miss Smith & Guest Mr. Brady & Guest	Miss Katherine Smith Mr. Joseph Brady
Married Guests	Mr. & Mrs. Johnston	Mr. and Mrs. Ronald Johnston
Unmarried couples who do not live together (list female first)	Miss Smith Mr. Brady	Miss Katherine Smith Mr. Joseph Brady
Same Gender Couples (list alphabetical)	Mr. Brady Mr. Jones	Mr. Joseph Brady Mr. David Jones
Children under 18 (Oldest to youngest, first names only)	Amanda, Sophia & David	Nothing on outer envelope
Children over 18 (should receive their own invitation even if still living at home)	Miss Jones & Guest Mr. Williams & Guest	Miss Maria Jones Mr. Robert Williams
Doctor (medical) (list the doctor first, regardless of gender)	Doctor Williams and Mrs. Williams	Doctor and Mrs. Mary Williams
Doctor (PhD) (list the doctor first, regardless of gender)	Dr. Jones and Mr. Brady	Dr. Maria Jones and Mr. Joseph Brady
Judge	Judge and Mrs. Davis	The Honorable and Mrs. Samuel Davis

Address the outside envelope, with gumming, with your guests full names and street address. All enclosures are placed on top of the invitation or inside the folded invitation. Response enclosures should be placed on the outside of the response envelope under the flap. The response envelope should also have proper postage applied for the return of the response.

The Invitation and Enclosures are then inserted into the Inside envelope folded edge first with the front of the invitation facing the back envelope flap.

Insert the Inside Envelope into the Outside Envelope with the names facing the back of the envelope and seal.