

## ENVELOPE ETIQUETTE: HOW TO ADDRESS ENVELOPES

Most brides are confused about addressing wedding invitations. All those envelopes!

Borrowing from famous literary romances, here's what to do:

### **MARRIED COUPLE SAME LAST NAME**

*Mr. and Mrs. F. Scott Fitzgerald  
Sunset Boulevard  
Hollywood, California*

Outer Envelope: Just Mr. and Mrs. (with no nicknames)

Inner Envelope: Mr. and Mrs. Fitzgerald (no first names)

### **MARRIED COUPLE WOMEN RETAINS MAIDEN NAME**

*Ms. Elizabeth Bennett  
and Mr. Fitzwilliam Darcy  
Pemberley  
Derbyshire  
Great Britain*

Outside Envelope: Write the wife's name first, and husbands on second line. Use "and" to indicate they are married

Inner Envelope: On top line, Ms. Bennett. Second line, Mr. Darcy

### **MARRIED COUPLE WITH CHILDREN UNDER 18 AT HOME**

*Mr. and Mrs. Arthur Weasley  
Fred, George, Ron, and Ginerva  
The Burrow  
Village of Ottery St. Catchpole  
Great Britain*

Outside envelope: Do not use children's names.

Inside envelope: Mr. and Mrs. Weasley on first line. Children's first names on second line.

### **UNMARRIED COUPLE**

## LIVING TOGETHER

*Miss Scarlett O'Hara*  
*Mr. Rhett Butler*  
*Peachtree Place*  
*Atlanta, Georgia*

Outside envelope: The names are written on two lines, without the use of "and."

Inner envelope: Write Miss O'Hara on the first line; Mr. Butler on the second.

## SINGLE PERSON WITH A GUEST

*Miss Catherine Earnshaw*  
*Wuthering Heights*  
*Yorkshire*  
*Great Britain*

Outer envelope: Address this envelope to the guest you know personally.

Inner envelope: Write Miss Earnshaw on one line and Mr. Heathcliff on the next, or write Miss Earnshaw, then "and guest" afterwards.

### ETIQUETTE NOTES:

- Do not use first names on the inner envelope, unless you are inviting children. Always spell out street and state names: Boston, Massachusetts; Maple Street; Park Avenue, Apartment G3, etc.
- Remember to spell out titles, such as Doctor or Attorney. Always use a woman's name on the first line.