

More Etiquette		
Single Guests	Outer Envelope	Inner Envelope
Unmarried man	Mr. William Larson	Mr. Larson
Unmarried woman	Miss (or Ms.) Catherine Anderson	Miss (or Ms.) Anderson
Divorced woman, uses married name	Mrs. Catherine Larson	Mrs. Larson
Divorced woman, uses maiden name	Miss (or Ms.) Catherine Anderson	Miss (or Ms.) Anderson
Widow	Mrs. William Larson	Mrs. Larson
Couples	Outer Envelope	Inner Envelope
Married	Mr. and Mrs. William Larson	Mr. and Mrs. Larson
Married and wife uses maiden name	Mr. William Larson and Mrs. Joan Peterson	Mr. Larson and Mrs. Peterson
Married and wife has hyphenated last name	Mr. William Larson and Mrs. Joan Peterson–Larson	Mr. Larson and Mrs. Peterson–Larson
Married and husband has a professional title	Doctor William Larson and Mrs. William Larson	Doctor Larson and Mrs. Larson
Married and wife has a professional title	Mr. William Larson and Doctor Joan Larson	Mr. Larson and Doctor Larson
Married and both have professional title	The Doctors William and Joan Larson	The Doctors Larson
Married and both have professional titles with different last names	Doctor William Larson and Doctor Joan Peterson	Doctor Larson and Doctor Peterson
Unmarried--not living together	Mr. William Larson *The only person who actually lives at the address	Mr. William Larson Miss Catherine Peterson
Unmarried--living together	Mr. William Larson Miss Catherine Peterson	Mr. Larson Miss Peterson
Military	Outer Envelope	Inner Envelope
Husband is a commissioned officer	Sergeant and Mrs. Thomas Carlson	Sergeant and Mrs. Carlson
Wife is a commissioned officer	Mr. Thomas Carlson and Sergeant Jane Carlson	Mr. Carlson and Sergeant Carlson
Children	Outer Envelope	Inner Envelope
Married couple with children under age 16	Do not put children's names on outer envelope. Do not put "and Family" on outer envelope. Only list parents' names on outer envelope.	Mr. and Mrs. Carlson and Carla (1 child) Mr. and Mrs. Carlson Carla and James (2+children*) *List by oldest child first
Child over 16	Miss Carla Carlson or Mr. James Carlson	Miss Carlson or Mr. Carlson

Outer Envelope

Mr. William Larson and Mrs. Joan Peterson–Larson

Inner Envelope

Mr. Larson and Mrs. Peterson–Larson

For the “and Guest”

Address the outer envelope to "Mr. James Smith"
and the inner envelope to "Mr. James Smith and Guest."