

HOW TO ADDRESS YOUR WEDDING INVITATIONS & ENVELOPES



HERE ARE SOME GUIDELINES TO HELP YOU WITH THE TASK OF ADDRESSING YOUR INVITATIONS AND ENVELOPES.

ALWAYS

**ADDRESS PERSONS BY THEIR
CORRECT TITLE.**



For example

MR, MISS OR MRS



Here, we are using an example where the guest's name is Keith Borg and his wife is Anna. In some cases we use Anna's maiden surname, Pace, as an example of a woman who kept her maiden surname.

Ms. is the correct title to use when a woman's marriage status does not need to be disclosed. Ms is ideal when addressing a widow or a divorcée. Nicknames and abbreviations should not be used.

Inv and Env stand for Invitation and Envelope respectively.

This information is for general guideline only.

MARRIED COUPLE AND LIVING TOGETHER

Inv: Mr and Mrs Keith Borg

Env: Mrs Keith Borg



[Whilst the above format is the correct way of addressing any invitation envelope according to proper etiquette, many are not used to it. You might prefer to use the more common format - Mr & Mrs K Borg]

WIFE KEPT HER MAIDEN SURNAME

Inv: Mrs Anna Pace and Mr Keith Borg

Env: Mr and Mrs Keith Borg

IF THE HUSBAND IS A DOCTOR (MD)

Inv: Doctor & Mrs Keith Borg MD

Env: Mrs Keith Borg

IF THE HUSBAND IS A DOCTOR (BA LLD)

Inv: Dr & Mrs Keith Borg BA LLD

Env: Mrs Keith Borg

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IF THE WIFE IS A DOCTOR (MD)

Inv: Mr Keith Borg and Doctor Anna Borg MD

Env: Doctor Anna Borg MD

(replace Borg with Pace if she kept her maiden surname)

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IF THE WIFE IS A DOCTOR (BA LLD)

Inv: Mr Keith Borg and Dr Anna Borg BA LLD

Env: Doctor Anna Borg BA LLD

(replace Borg with Pace if she kept her maiden surname)

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MARRIED COUPLE AND BOTH DOCTORS

Inv: Drs Keith and Anna Borg or

Inv: Doctor Keith Borg MD and Dr Anna Borg BA LLD

Env: Dr Anna Borg BA LLD

(replace Borg with Pace if she kept her maiden surname)

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HUSBAND IS A JUDGE

Inv: The Hon. Mr Justice Keith Borg & Mrs Borg

Env: Mrs K Borg

(replace Borg with Pace if she kept her maiden surname)

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HUSBAND IS A LIEUTENANT

Inv: Lieutenant K. Borg and Mrs Borg or

Inv: Lieutenant and Mrs Keith Borg

Env: Mrs Keith Borg

(replace Borg with Pace if she kept her maiden surname)

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WIFE IS A LIEUTENANT

Inv: Lieutenant Anna Borg and Mr Keith Borg

Env: Lieutenant Anna Borg

(replace Borg with Pace if she kept her maiden surname)

.....

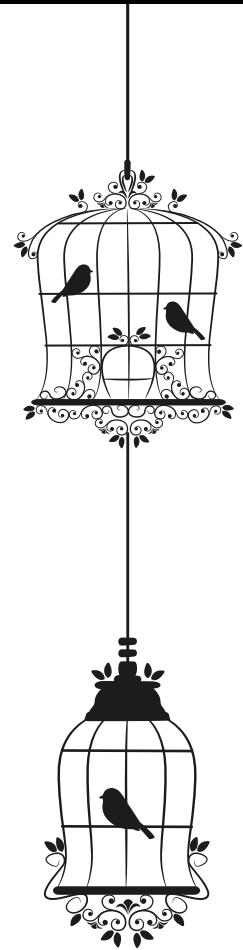
HUSBAND IS A MAJOR

Inv: Major K. Borg and Mrs Borg or

Inv: Major and Mrs Keith Borg

Env: Mrs Keith Borg

(replace Borg with Pace if she kept her maiden surname)



HOW TO ADDRESS YOUR WEDDING INVITATIONS & ENVELOPES



UNMARRIED COUPLE LIVING TOGETHER

Inv: Miss Anna Pace & Mr Keith Borg

Env: Miss Anna Pace

DIVORCED FEMALE AND KEPT MARRIED SURNAME

Inv: Ms Anna Borg

Env: Ms Anna Borg

DIVORCED FEMALE (RECLAIMED MAIDEN SURNAME)

Inv: Ms Anna Pace

Env: Ms Anna Pace

IN THE CASE WHERE A WOMAN IS A WIDOW

Inv: Mrs Anna Borg

Env: Mrs Anna Borg

UNMARRIED FEMALE (AND BOYFRIEND/GUEST)

Inv: Miss Anna Pace

Inv: Miss Anna Pace and boyfriend

Inv: Miss Anna Pace and guest

Env: Miss Anna Pace

SISTERS LIVING TOGETHER

Inv: Ms Anna Borg and Ms Anna Borg

Env: Misses Anna and Anna Borg

In case of males, 'Messrs' is to be used instead of 'Misses'

SISTERS LIVING TOGETHER, ONE IS A WIDOW

Inv: Mrs Anna Borg and Ms Anna Pace

Env: Misses Anna Borg and Anna Pace

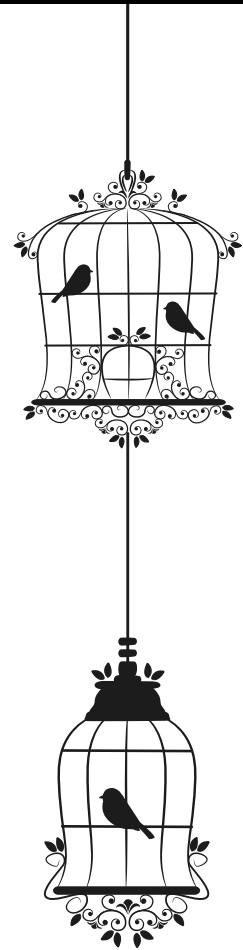
FRIENDS LIVING TOGETHER

Inv: Miss Anna Borg and Miss Jane Pace

Env: Misses Anna Borg and Jane Pace

In case of males, 'Messrs' is to be used instead of 'Misses'

Inv: Messrs Keith Borg and Kevin Pace



HOW TO ADDRESS YOUR WEDDING INVITATIONS & ENVELOPES



MARRIED GAY COUPLE

Inv: Messrs Joe and Keith Pace

Env: Messrs Joe and Keith Pace

In case of females, 'Misses' is to be used instead of 'Messrs'

Inv: Misses Anna Borg and Jane Pace

MARRIED COUPLE AND CHILDREN

Inv: Mr and Mrs Keith Borg and family

Env: Mrs Keith Borg

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CLERGY MALE

Inv: Fr. Keith Borg

Env: The Rev. Keith Borg

TEENAGE GIRL UNDER 18 YEARS

Inv: Anna Pace or Miss Anna Pace

Env: Miss Anna Pace

TEENAGE BOY UNDER 18 YEARS

Inv: Keith Borg or Master Keith Borg

Env: Master Keith Borg

CHILDREN OVER 18 YEARS

Inv: Mr Keith Borg (or Miss Anna Pace)

Env: Mr Keith Borg (or Miss Anna Pace)

(these should receive a separate invitation even if they still live with their parents)

