Guide to Addressing Envelopes

by Plymouth Cards.com

| | 7 Trymoon Caraston |
|---------------------------|---|
| Couples | |
| Same last name: Man/Woman | Mr. and Mrs. Edward Winslow |
| Two Men | Messrs. Edward and Roger Wilder |
| Two Women | Mesdames Remember and Constance Hopkins |
| Non-Binary | Use Mx .in place of Mr./Ms./Mrs./Miss. |
| Prefers Ms. | Mr. Isaac Allerton and Ms. Mary Allerton |
| Different last names | Mr. Stephen Hopkins and Ms. Elizabeth Fisher |
| | Ms. Remember Allerton and Ms. Elizabeth Tilley |
| | Mx. Desire Minter and Mx. Solomon Prower |
| Hyphenated last name | Mr. William White and Ms. Susanna Jackson-White |
| Single | |
| Widow | Mrs. John Carver |
| Female 18 and up | Ms. Priscilla Mullins |
| Female under 18 | Miss. Humility Cooper |
| Male under 18 | Master Damaris Hopkins |
| Male 18 and up | Mr. Samuel Eaton |
| Non-Binary | Use Mx. |
| Family | |
| Family | The Brewsters |
| | The Brewster Family |
| Other Titles | |
| Elected officials | The Honorable and Mrs. William Bradford |
| Doctor | Dr. Samuel Fuller |
| | Dr. Priscilla Fuller and Dr. Samuel Fuller |
| | The Doctors Fuller |
| Clergy | The Reverend and Mrs. John Robinson |
| Military Officer | Captain and Mrs. Myles Standish |
| Sr. Jr. etc Informal | Mr. & Mrs. John Crackstone, Sr. |
| Sr. Jr. etc Formal | Mr. John Crackstone, Junior |
| | |

If one of the individuals has a title such as Doctor, put their name first. If both have a title, list names alphabetically.









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| When pluralizing a last name, no apostrophes | |
| Last name (unless listed below) | Add an s |
| Exceptions: | |
| Last name ends in s, sh, x or z | Add es at the end (The Englishes, The Joneses) |
| Last name ends in ch | |
| If ch is hard k sound | Add s at the end (The Bochs) |
| If ch is soft | Add es at the end (The Frenches) |
| | |
| Never use apostrophes | |
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