



IF THE ADDRESSEES ARE:	APPROPRIATE ADDRESSING STYLE(S):	
Married	<p>Formal Outer <i>Mr. and Mrs. John Smith</i></p> <p>Casual Outer <i>John and Jane Smith</i></p>	<p>Formal Inner <i>Mr. and Mrs. Smith</i></p> <p>Casual Outer <i>John and Jane</i></p>
Married with Children	<p>Formal Outer <i>Mr. and Mrs. John Smith</i></p> <p>Casual Outer <i>John and Jane Smith</i></p>	<p>Formal Inner <i>Mr. and Mrs. Smith</i> <i>Miss Jill Smith</i></p> <p>Casual Outer <i>John and Jane</i> <i>Jill</i></p>
Married, with the Woman Retaining her Maiden Name or Hyphenating	<p>Formal Outer <i>Ms. Jane Brown-Smith</i> <i>Mr. John Smith</i></p> <p>Casual Outer <i>Jane Brown-Smith</i> <i>John Smith</i></p>	<p>Formal Inner <i>Ms. Brown-Smith</i> <i>Mr. Smith</i></p> <p>Casual Outer <i>John and Jane</i></p>
Married, with Husband as a Doctor	<p>Outer <i>Dr. and Mrs. John Smith</i></p>	<p>Inner <i>Dr. and Mrs. Smith</i></p>
Married, with Wife as a Doctor	<p>Outer <i>Dr. Jane Smith</i> <i>Mr. John Smith</i></p>	<p>Inner <i>Dr. Smith</i> <i>Mr. Smith</i></p>
Married, with Both Spouses as Doctors	<p>Outer <i>Dr. Jane Smith</i> <i>Dr. John Smith</i></p>	<p>Inner <i>The Doctors Smith</i></p>
Married, with Husband as a Judge	<p>Outer <i>The Honorable</i> <i>and Mrs. John Smith</i></p>	<p>Inner <i>Judge and Mrs. Smith</i></p>

IF THE ADDRESSEES ARE:	APPROPRIATE ADDRESSING STYLE(S):	
Married, with Wife as a Judge	<p>Outer <i>The Honorable Jane Smith</i> <i>Mr. John Smith</i></p>	<p>Inner <i>Judge Smith</i> <i>Mr. Smith</i></p>
Married, with Husband in the Military with an Officer's Rank	<p>Outer <i>Major and Mrs. John Smith</i></p>	<p>Inner <i>Major and Mrs. Smith</i></p>
Married, with Wife in the Military with an Officer's Rank	<p>Outer <i>Captain Jane Smith, U.S. Army</i> <i>and Mr. John Smith</i></p>	<p>Inner <i>Captain Smith</i> <i>Mr. John Smith</i></p>
Single, Female	<p>Formal Outer <i>Ms. Jane Smith</i></p>	<p>Formal Inner <i>Ms. Smith</i></p>
	<p>Casual Outer <i>Jane Smith</i></p>	<p>Casual Outer <i>Jane</i></p>
Single, Female, with Guest	<p>Formal Outer <i>Ms. Jane Smith</i></p>	<p>Formal Inner <i>Ms. Smith and Guest</i></p>
	<p>Casual Outer <i>Jane Smith</i></p>	<p>Casual Outer <i>Jane and Guest</i></p>
Single, Male	<p>Formal Outer <i>Mr. John Smith</i></p>	<p>Formal Inner <i>Mr. Smith</i></p>
	<p>Casual Outer <i>John Smith</i></p>	<p>Casual Outer <i>John</i></p>
Single, Male, with Guest	<p>Formal Outer <i>Mr. John Smith</i></p>	<p>Formal Inner <i>Mr. Smith and Guest</i></p>
	<p>Casual Outer <i>John Smith</i></p>	<p>Casual Outer <i>John and Guest</i></p>



IF THE ADDRESSEES ARE:	APPROPRIATE ADDRESSING STYLE(S):	
Unmarried, Living Together	Formal Outer <i>Ms. Jane Brown</i> <i>Mr. John Smith</i>	Formal Inner <i>Ms. Brown</i> <i>Mr. Smith</i>
	Casual Outer <i>Jane Brown</i> <i>John Smith</i>	Casual Outer <i>Jane</i> <i>John</i>
Same Gender, Living Together, or Gay Couples	Formal Outer <i>Ms. First Alphabetically</i> <i>Ms. Second Alphabetically</i>	Formal Inner <i>Ms. First</i> <i>Ms. Second</i>
	Casual Outer <i>First Alphabetically</i> <i>Second Alphabetically</i>	Casual Outer <i>First</i> <i>Second</i>