

GUEST	OUTER ENVELOPE	INNER ENVELOPE
<i>Woman, unmarried, young</i>	Miss Jane Smith	Miss Smith
<i>Woman, older, or unsure of martial status</i>	Ms. Jane Smith	Ms. Smith
<i>Man, young or older</i>	Mr. Joe Brown	Mr. Brown
<i>Woman with date</i>	Miss (or Ms.) Jane Smith	Miss (or Ms.) Smith and Guest
<i>Man with date</i>	Mr. Joe Brown	Mr. Brown and Guest
<i>Married couple with same last name</i>	Mr. and Mrs. Joe Brown	Mr. and Mrs. Brown
<i>Married couple with different last names, woman kept her maiden name</i>	Ms. Jane Smith and Mr. Joe Brown	Ms. Smith and Mr. Brown
<i>Married same sex couple, alphabetize by first name or last name</i>	Mr. Sam Anderson and Mr. Joe Brown Ms. Jane Smith and Ms. Sara Jones	Mr. Anderson and Mr. Brown Ms. Smith and Ms. Jones
<i>Unmarried couple living together</i>	Mr. Joe Brown Ms. Jane Smith (on separate lines, no 'and')	Mr. Brown Ms. Smith (on separate lines, no 'and')
<i>Member of the military or religious leader</i>	Lieutenant Jane Smith (no abbreviations)	Lieutenant Smith