

Addressing Invitations

Reception Cards

Mr. and Mrs. John Michael Smith
request the pleasure of your company
at the wedding reception for their daughter
Barbara Ann
and
Mr. Richard Dean Baker
on Saturday, the fifth of June
Two thousand and five
at six o'clock in the evening
Shadyside Country Club
Pittsburgh, Pennsylvania

Adult Reception
immediately following ceremony
The Pittsburgh Hotel
Gateway Center
Pittsburgh, Pennsylvania

Dinner Reception
at six o'clock in the evening
Shadyside Country Club
Pittsburgh, Pennsylvania

Champagne and hors d'oeuvres
immediately following ceremony
in the Church Hall

Response Cards

The favour of your reply is requested
on or before May fifteenth

M _____
_____ Accepts
_____ Regrets

Kindly respond on or before
May 22, 2005

M _____
Chicken Marsala _____
Prime Rib au Jus _____
Cannot attend _____

Below you will find examples for addressing
invitations. Always use a black pen or
hire a calligrapher.

Married Couple (with children under 18)

Outer Envelope

Mr. and Mrs. John Smith

Inner Envelope

Mr. and Mrs. Smith
Sarah, William, Scott and Diane
(from oldest to youngest)

Married Couple-Wife has retained her own name

Outer Envelope

Ms. Elaine Martin
Mr. John Smith

Inner Envelope

Ms. Martin
Mr. Smith

Single Woman or Single Man (with guest)

Outer Envelope

Miss Sharon Glenn or
Mr. Steven Baker

Inner Envelope

Miss Glenn and guest or
Mr. Baker and guest

Engaged Couple

Outer Envelope

Mr. Daniel Brown

Inner Envelope

Mr. Brown
and Miss Fennel

Unmarried Couple - living together

Outer Envelope

Miss Mary Ann Ackerman
Mr. Randall Sterrett

Inner Envelope

Miss Ackerman
Mr. Sterrett

Widow

Outer Envelope

Mrs. Steven Baker

Inner Envelope

Mrs. Baker