

GUIDELINES FOR ADDRESSING INVITATIONS

SITUATION	INNER ENVELOPE (no first name or address)	OUTER ENVELOPE (has first name and address)
Husband and Wife (with same surname)	Mr. and Mrs. Kimani	Mr. and Mrs. John Kimani (use middle name, if known)
Husband and Wife (with different surnames)	Ms. Migwi and Mr. Kimani (wife first)	Ms. Jane Migwi Mr. John Kimani (wife's name above husband's)
Husband and Wife (wife has professional title)	Dr. Kimani and Mr. Kimani Mr. John Kimani	Dr. Jane Kimani Mr. John Kimani (wife's name & title above husband's)
Husband and Wife (with Children under 16)	Mr. and Mrs. Kimani Ken, Mary, and Tom (in order of age)	Mr. and Mrs. John Kimani
Single Woman and Guest (regardless of age)	Miss/Ms. Migwi	Miss/Ms. Jane Migwi
Single Woman and Guest	Miss/Ms. Migwi Mr. Kimani (or "and Guest")	Miss/Ms. Jane Migwi
Single Man	Mr. Kimani (Master for a young boy)	Mr. John Kimani
Single Man and Guest	Mr. Kimani Miss/Ms. Migwi (or "and Guest")	Mr. John Kimani
Unmarried Couple Living Together	Mr. Kimani and Ms. Migwi (names listed alphabetically)	Mr. John Kimani Ms. Jane Migwi
Two Sisters (over 16)	The Misses Kimani	The Misses Mary and Rose Kimani (in order of age)
Two Brothers (over 16)	The Messrs. Kimani	The Messrs Ken and Tom Kimani (in order of age)
Two Brothers and Sisters (over 16)	Mary, Rose, Ken and Tom (name the girls first, in order of age)	The Misses Kimani The Messrs. Kimani (name the girls first)
A Brother and Sister (over 16)	Mary and Ken (name the girl first, in order of age)	Miss. Mary Kimani and Ken Kimani (name the girls first)
Widow	Mrs. Kimani	Mrs. Jane Kimani
Widow	Mrs. Kimani	Mrs. John Migwi (maiden name and former husband's surname)