

Correct Titles for Formal Correspondence

It's not every day that someone receives a hand addressed envelope! It certainly makes an impression, which is why it's important to use correct titles. If you're unsure, always ask the recipient how they would prefer to be addressed. Their preference is more important than what tradition dictates.

Men 14 and over, regardless of marital status: Mr.

Adult married woman: Mrs.

Adult unmarried woman: Ms.

(can also be used if unsure of marital status, or if the woman kept her maiden name and doesn't want her title changed to Mrs. This may come down simply to preference.)

Girls and teenagers: Miss

Boys under 14: Mstr.

Married heterosexual couple: Mr. and Mrs.

Married gay couple: Messrs.

Married lesbian couple: Mmes.

Non binary person: Mx. (This also comes down to preference.)

Judge: The Honorable

Married doctors: The Doctors

This is not comprehensive, but a great starting point! There are countless combinations as people break away from tradition and embrace their identity. When in doubt, always ask the recipient how they would like to be addressed!