

MICRO *Lessons in Etiquette*

How to address letters to married couples:

- ❖ Traditionally, letters are addressed with “Mr. & Mrs.” followed by the man’s full name:
 - Mr. & Mrs. Richard Plum

- ❖ When using a less formal address with first names, the woman’s name is listed first:
 - Molly & George Mannerly
 - ◆ The first two are easy to remember with the old-fashioned rule that a man’s first name and surname cannot be separated

- ❖ When same gender couples are addressed, list both names separately
 - Mr. Sam Smith and Mr. Tom Smith