

Guidelines on Addressing Mail to Parents in a Same-Sex Marriage, Civil Union, and Domestic Partnership

Several people have been wondering how to address this community in a professional manner. Here are some guidelines.

- If unmarried or married with different last names, each person's name should be on separate lines:
 - Mr. Frank Doe and
 - Mr. John Smith
 - Dear Mr. Doe and Mr. Smith

 - Ms. Anne Black and
 - Ms. Hannah Davis
 - Dear Ms. Black and Ms. Davis
- If married with **the same last name** both names should be on the same line:
 - Mr. Frank and Mr. John Doe
 - Dear Mr. and Mr. Doe or Dear Mr. Frank and Mr. John Doe

 - Ms. Anne and Ms. Mary Black
 - Dear Ms. and Ms. Black or Ms. Ann and Ms. Mary Black

Also, please **arrange the names in alphabetical order**. The only exceptions to this rule are—

- if one has an academic title, or
- if you are addressing an invitation in which you are specifically inviting one, and the other is his/her guest.
 - Dr. Mary and Ms. Jane Doe
 - Ms. Alice and Ms. Jane Doe
 - Dr. John and Mr. Frank Doe
 - Mr. John and Mr. Frank Doe (when you are inviting Mr. John Doe)

If possible, it is a good idea to ask the parents how they would like to be addressed.