

## Double (inner/outer) Envelopes

Word Format

| OUTER ENVELOPE                          | INNER ENVELOPE                             | ADDRESS   |
|---|--|---|
| Mr. and Mrs. James Foy Register, Junior | Mom and Dad                                | 11905 Little Creek Lane<br>Jacksonville, Florida 32223                        |
| Mrs. Carrie Hurst Williams              | Mom  | 48 Ponte Vedra Colony Circle<br>Ponte Vedra Beach, Florida 32082              |
| Mr. Ronald Douglas Williams             | Dad  | 13525 Bartram Park Boulevard<br>Apartment 1210<br>Jacksonville, Florida 32258 |
| Mr. and Mrs. James Calvin Hurst         | Mom and Pop                                | 2804 Oak Creek Lane<br>Jacksonville, Florida 32220                            |
| Mrs. Mattie Belle Miller                | Nana Miller                                | 4330 Bethwood Circle<br>Jacksonville, Florida 32205                           |
| Mr. and Mrs. Richard Wayne Dill         | Kim and Richard<br>Luke, Madison and Annie | 4605 Princess Anne Lane<br>Jacksonville, Florida 32210                        |

Other examples:

Mr. and Mrs. James Smith  
355 South Ivy Street  
Houston, Texas 75311

Mr. and Mrs. Smith  
(inner info to side of address)

Dr. and Mrs. John Wardlaw  
2654 Christmas Lane  
Jacksonville, FL 32205

Dr. and Mrs. Wardlaw (inner info underneath address)  
Alexis, Peter and Chris

\*\*\*You can also do them as labels in Word – just list the inner info underneath address

## Double (inner/outer) Envelopes

Excel Format

| Title           | First   | Last       | Inner Envelope          | Address                           | City          | State | Zip   |
|-----------------|---------|------------|-------------------------|-----------------------------------|---------------|-------|-------|
| Mr. and Mrs.    | Matthew | Albertario | Mr. and Mrs. Albertario | 1460 Bellsmith Drive              | Roswell       | GA    | 30076 |
| Mrs.            | Marcee  | Albertario | Marcee and Guest        | 22158 120th Street                | Bristol       | WI    | 53104 |
| Mr.             | Matthew | Ancer      | Matt and Guest          | 1055 Wolcott Avenue, Apartment 1R | Chicago       | IL    | 60622 |
| Mr.             | Paul    | Bartolotta | Paul and Guest          | 212 Settlers Court                | Naperville    | IL    | 60565 |
| Mr. and Mrs.    | David   | Bergman    | Mr. and Mrs. Bergman    | 77 Lakeview Road                  | Highland Park | IL    | 60035 |
| Doctor and Mrs. | Michael | Blum       | Michael and Ruth        | 1260 Linden Avenue                | Highland Park | IL    | 60035 |