**Contact: [First and Last Name]**
[Company Name][Address] **[Company Logo]**[Phone Number]
[Website]

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**PRESS RELEASE**

**[Company Name] announces [Newsworthy Event]**

[Subheader should include an enticing summary of your exciting update in a single sentence.]

**[Location, Month/Day/Year:]** [Start with an introduction that informs the reader about the content included in your press release]

[Include the main body of your press release here, making it easy to skim through for the reader. You should have three main summary points. Keep each of your paragraphs short and dynamic.]

[Add second summary point here.]

[Add third summary point here.]

[Include a quote regarding the event here.]

[Add any other important details, like figures, dates, or projections here.]

[Conclude your press release with a closing paragraph that includes your call-to-action.]

[Describe your company to the audience.]

[Include the information of your press release contact, including phone number and email address.]

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**FOR RELEASE ON [date] AT [time]**