

## PRESS RELEASE TEMPLATE

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FOR IMMEDIATE RELEASE:

CONTACT:       [Contact Person]  
                  [Company Name]  
                  [Telephone Number]  
                  [Fax Number]  
                  [Email Address]  
                  [Web site address]

[Headline]

City, State, Date — [opening paragraph: should contain: who, what, when, where, why]

[Remainder of body text - Should include any relevant information to your events or services. Include benefits, why your event or service is unique. Also include quotes from staff members, experts or “satisfied customers.”]

[If there is more than 1 page use:]                -more-  
*(centered below the last line of text)*

[The top of the next page:]                [abbreviated headline]                                (page 2)

[Remainder of text.]

For additional information, contact: [restate all contact information]

[Include a few lines about your organization / agency; information on the history or development of organization, accomplishments, services, etc.]

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*(indicates Press Release is finished)*