

Press Release Template

NEWS RELEASE

FOR IMMEDIATE RELEASE

[Company Name]

[Date]

[Headline]

[Insert Subhead]

[Location], [Date] – [News release content].

Write 3-4 paragraphs on the story, using a strong hook to get the reader's attention. Be clear not just on what the news is, but also on why it matters and how it affects the reader.

About [Company Name] Describe what your company is and what it does. Make sure you say why the business is unique.

Media Contact:

[Name]

[Job Title]

[Email address]

[Phone number]

[Website]