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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Contact | “Your Name” | | Telephone | [Company Phone] | | Cell | [Cell Phone] | | Email | [Company E-mail] | | Website | [Website] | | FOR IMMEDIATE RELEASE[Date] |

**[MAIN TITLE OF PRESS RELEASE IN ALL CAPS]**

[Subtitle of Press Release]

[City], [ST], [Date]– [Insert your announcement here and then briefly describe the benefits.]

[Insert a quote from a company executive about what the announcement means.]

[Add additional paragraph(s) as necessary to describe your announcement and the benefits it provides.]

[Insert a customer quote or news about partnering with another company, if appropriate.]

[Insert your company's boilerplate message.]

***MAKE SURE THE ABOVE INFORMATION INCLUDES WHO, WHAT, WHEN, WHERE, WHY***

***(and delete this bolded section)***

# # #

If you would like more information about this topic, please contact ““Your Name” at [Company Phone] or email at [Company E-mail].