***FOR IMMEDIATE RELEASE***

Month, day, year

**CONTACT:** First Name Last Name, Title, Business,

Email, Phone

**PUT HEADLINE HERE**

*Put subhead here*

CITY, State, date— Kick off with the LEDE: briefly explain the most important information you want to communicate. Get right to the meat: who, what, when, where, why and how succinctly, you’ll expand on it in the body that follows.

Body follows: This is where you’ll plug in your supporting information or clarification.

Always include a quote or two.

End with call to action if appropriate.

**About** (your company name)

This section gives a brief explanation of what your company does and a link to your website. Ideally, this remains the same in all press releases and should be something you reuse often. (website link goes here at the end)

Include the end notation of ###