STANDARD PRESS RELEASE

CONTACT INFORMATION:

[Company Name]

[Contact Name]

[Phone Number]

[Email Address]

RELEASE DATE:

[Date]

YOUR
LOGO

[MAIN PRESS RELEASE HEADLINE {*ALL CAPS*}]

[*Optional Subhead {*Title Case / Italicized*}*]

Dateline: [CITY, STATE, Month Date] — Lede: [Briefly and explicitly state the information you need to share. Include who, what, when, where, why, and how and lead with the most important information.]

Body paragraphs: [Background information, rich quotes, etc.]

[Boilerplate]

[Call to Action]

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