

Standard Press Release Template

[Company Name]

[COMPANY LOGO]

[Name of Media Contact Person]

[Phone Number of Media Contact Person]

[Email Address of Media Contact Person]

[Release Date]

FOR IMMEDIATE RELEASE or **FOR RELEASE**
[DATE/TIME] or **EMBARGOED UNTIL** [DATE/TIME]

[COMPANY NAME] ANNOUNCES [ANNOUNCEMENT]

[Optional: Press release subtitle]

[Date, City, State]—[Company name] is excited to announce [a short description of the announcement with the most important facts. Share the WHO, WHAT, WHEN, WHERE, and WHY.]

[Body paragraphs that share background information about why this announcement is significant and relevant to your target audience. You can include quotes from an executive or company representative and use statistics and research that support your announcement.]

About [Company name]:

[Include the company boilerplate, which is a paragraph that describes your company and its offerings, achievements, and mission/vision]. For further information, please visit [company website].

La~~A~~phills

[Call to action]

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