|  |  |  |
| --- | --- | --- |
| Contact Name | [Company Name] | Company Logo |
| Company Name |
| Phone Number |
| Fax Number |
| Email Address |
| Street Address |
| City, State, ZIP Code |

Press Release

[Headline]

[Secondary Headline]

[City, Street]

[Date]

When writing a press release, say who, what, where, when, why and how in the first paragraph, if you can. Study your newspaper and notice how deftly most writers work that type of information into the first paragraph of each article. In addition, it is helpful if you remember the following:

* Know your contact’s name, telephone, fax, and email
* Mail or fax your release 10 days in advance of the release date.

**Other Contact Information**

|  |
| --- |
| Contact Name |
| Company Name |
| Phone Number |
| Fax Number |
| Email Address |
| Street Address |
| City, State, ZIP Code |

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