If you have newsworthy announcements or events, a press release template can help you to craft a professional and effective press release to distribute to media outlets and online platforms.

[Your company logo]

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|  |

[Date]

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|  |

[Headline]

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Subheading: [Optional]

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[Lead paragraph: provide a summary of the news or event. Answer the who, what, when, where why and how in this paragraph]

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[Second paragraph: provide background information about the news or event. Include relevant quotes, statistics and supporting information]

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[Add additional paragraphs to provide further details or context]

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[Include a closing paragraph that summarises the key points]

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[(Optional) company mission statement: provide a brief overview of your company, including its values and key achievements]

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|  |

[Media contact name]

[Title]

[Company name]

[Phone number]

[Email address]

[Company website]

[Include a note for editors: provide any additional information or resources that may be useful to the media, such as high-resolution images, videos or relevant links to outside articles]

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