



YOUR COMPANY

Press release

For immediate release

Contact person:

Company name:

Telephone number:

Email address:

Website address:

Headline

Para 1: Summarise the story; include who, what, where, when and why

Para 2: More detail to elaborate on first paragraph

Para 3: Include quotes here

Para 4: Additional, relevant information and closing statement

-Ends-

Notes to editor

Any background, for longer stories

Any additional facts and figures