**FOR IMMEDIATE RELEASE** Month Date, Year

Contact:

Your Name  
Your Company Name  
Your Cell Number  
Your Email Address  
Your Company URL

**This Is Your Headline**

*This is the lead. Here’s where you briefly answer the who, what, when, why, and how of the story. Plus, add a little spin to it.*

*This is the body. Tell me everything I need to know about the news story you’re telling—in the order of its importance. Remember to keep it short, no longer than a page. Include quotes.*

*This is the boilerplate. This paragraph should be included at the end of every press release. Tell me a little bit about your company, how long it’s been around, who it serves and what it does.*

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