

# ORGANIZATION INC.

*Use your organization's letterhead.*

## **FOR IMMEDIATE RELEASE:**

### **Catchy Headline Goes Here**

CITY, PROVINCE (Date) – First paragraph. The most important and newsworthy information goes here: the who, what, when, where, how, and why of your story.

Subsequent paragraphs should cover other details of your story, keeping the most important information towards the beginning and least important information towards the end.

The final paragraph should provide background information on your organization.

**###**

[Lets the reader know you've reached the end of the release]

### **For further information, contact:**

Contact Person

Name of Organization

Telephone Number

Fax Number

Email Address

Web site address