

Sample Press Release

Organization
Logo

Organization Name

Author(s) of Release

Date of the Release

Body of the Press Release. This section should contain:

1. The series of events leading up to the press release.
2. An explanation of why those events took place.
3. What the organization plans to do moving forward to keep the public informed.
4. What the organization plans to do moving forward to strengthen the public's confidence in the organization.

Contact Information

Make sure readers of this release know where they can direct future questions or comments.