

[Your Name]  
[Your Position]  
[Your Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Organization]  
[Recipient Address]  
[Recipient City, State, Zip Code]

Dear [Recipient Name],

I am excited to officially announce a highly anticipated matchup featuring our athlete, [Athlete's Name], who will be competing against [Opponent's Name] at [Event Name] on [Date].

This event will take place at [Venue Name] in [City, State], and promises to be an unforgettable night for fight fans around the world. [Athlete's Name] has been training rigorously and is looking forward to showcasing their skills against a formidable opponent in [Opponent's Name].

We believe this fight will not only highlight [Athlete's Name]'s dedication and hard work but also further establish them within the [Weight Class] division.

We look forward to seeing you at [Event Name]. Please feel free to reach out with any questions or to arrange interviews with [Athlete's Name] leading up to the event.

Best regards,

[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]