

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: Briefly introduce the purpose of the press release  
and provide a hook to grab attention.]  
[Body paragraph 1: Provide background information and context regarding  
the announcement.]  
[Body paragraph 2: Include relevant details, statistics, and quotes that  
support the news being shared.]  
[Closing paragraph: Summarize the key points and include a call to action  
or next steps.]  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]  
[Website URL, if applicable]