

[Your Name]
[Your Title]
KXAN News
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
[Opening paragraph: Briefly introduce yourself and your purpose for writing the press release. Include the key message you want to convey.]
[Second paragraph: Provide background information on the news event or announcement. Include details such as the "who, what, where, when, and why."]
[Third paragraph: Highlight the significance of the announcement, and why it is relevant to the audience. Include quotes from key stakeholders or experts if applicable.]
[Fourth paragraph: Share additional details or context that supports your message. This could include statistics, further commentary, or future implications.]
[Closing paragraph: Encourage the recipient to take action (e.g., attend an event, cover a story) or provide information on how they can reach you for more details.]
Thank you for your attention to this important matter.
Sincerely,
[Your Name]
[Your Title]
KXAN News