POLAR ENGRAVING
BRICK AND TILE ENGRAVERS

Press Release Template:

[Logo]

Contact: First Name Last Name
name@emailserver.com

FOR IMMEDIATE RELEASE
Month Day, Year

HEADLINE IN ALL CAPS
Sub-headline- Summary of what is contained in the release.

Dateline: The city your press release is issued from and date of release.

Paragraph 1: Includes summary with key points (who, what, where, when and why.)
Most important information first.

Paragraph 2: Includes more details including a quote from someone relevant to the project. This section should engage the reader and encourage them to want to learn more about your project.

Closing Paragraph: Your closing paragraph should end with a short summary that describes your organization.

(signifies end)

If your release is more than one page insert (more) at the bottom of page.
Boilerplate:
For more information contact (name of contact person) telephone: 555-123-4567
name@emailserver.com