

Press Release Template

[Your Logo]

For Immediate Release

[Group name]

Contact:

Website:

Phone:

Email:

[Date]

[HEADLINE]

[Sub-headline]

[Press release body goes here]

##Ends##

Notes to Editors:

About [your Group]

[Information about your group]

Fast facts about [your group]

[Bulleted list – can include number of clients/users, funding, history, partner organisations]

Fast facts about [your charity sector, or press release subject]

[Bulleted list to include statistics about the focus of your work, medical issues etc.]

Images [This is optional] (Not too big and only relevant to your press release)

