

# MEDIA RELEASE TEMPLATE

Use this template to write a professional media release for your small business.

## FOR IMMEDIATE RELEASE

**Headline:** [Catchy, attention-grabbing headline]

**Sub headline:** [A brief summary of the announcement]

**City, Date**

[Business name] has announced [key news]. [Briefly explain the significance of the announcement.]

[Include a quote from a key spokesperson that adds personality and insight.]

[Provide additional details on the announcement, why it matters, and how it benefits the audience.]

**About [Business Name]:**

[Brief company bio including industry, products/services, and unique selling points.]

**Media Contact:**

[Name] [Position] [Email] [Phone number] [Website link]