



**POLAR ENGRAVING**  
**LASER TECHNOLOGY**  
*~Simply The Best!*

## Press Release Template:

[Logo]

Contact: First Name Last Name

[name@emailserver.com](mailto: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

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