

Press Release Distribution Template

Date: [Insert Date]

To: [Media Outlet Name]

From: [Your Company Name]

Subject: Press Release: [Headline of the Press Release]

Dear [Media Contact Name],

We are pleased to announce the release of our latest press release titled "[Title of the Press Release]," which is now available for distribution. This press release covers [briefly describe the content and relevance of the press release].

We believe your audience would find this news interesting and valuable. The press release is attached for your convenience, and we would greatly appreciate it if you could share this information across your channels.

For further details or inquiries, please feel free to contact us at:

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email]

Thank you for your attention to this matter. We look forward to your support in sharing this news.

Sincerely,

[Your Name]

[Your Company Name]