

# Press Release Submission

Date: [Insert Date]

To: [Local News Outlet Name]

Attention: [Editor/Reporter Name]

From: [Your Name]

[Your Organization Name]

[Your Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

---

**Subject: Press Release Submission - [Title of Press Release]**

Dear [Editor/Reporter Name],

I am writing to submit a press release for your consideration regarding [brief description of the event, announcement, or topic]. We believe that this information would be of great interest to your audience as it [reason why it's relevant].

Please find the attached press release with further details on [specifics of the press release]. We appreciate your time and hope you find it newsworthy.

Thank you for considering our submission. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Organization Name]