

Press Release Clearance Notification

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your press release titled "[Title of Press Release]" has successfully passed the clearance process. We appreciate your efforts in adhering to our guidelines and policies.

Please find attached the final version of your press release, which is now authorized for distribution. We encourage you to disseminate this information through your channels at your earliest convenience.

If you have any further questions or require additional assistance, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Your Contact Information]