

# Press Release Distribution Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm the distribution of your press release, titled "[Press Release Title]", as per the agreed guidelines. Below are the key details regarding the distribution:

## Distribution Guidelines:

- **Distribution Date:** [Insert Date]
- **Target Audience:** [Insert Audience]
- **Distribution Channels:** [Insert Channels]
- **Revision Deadline:** [Insert Date]

Please review the above information and confirm that it aligns with your expectations. If there are any changes, do not hesitate to reach out by [Insert Contact Method].

Thank you for entrusting us with your press release distribution. We look forward to supporting your communication goals.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]