# Press Release: {title}

*Purpose:* This press release is intended to announce and share important updates related to your nonprofit organization, such as events, campaigns, or milestones achieved. Customize the sections below to suit the specific announcement you are making.

## FOR IMMEDIATE RELEASE

**Contact:**

Name: **{contactName}**  
 Title: **{contactTitle}**  
 Organization: **{organization}**  
 Phone: **{contactPhone}**  
 Email: **{contactEmail}**  
 Website: **{website}**

## {headline}

**{location}** — *{date}*

{introduction}

### About the Announcement

{announcementBody}

{#hasQuote}

"{quoteText}"— **{quoteAuthor}**, *{quoteTitle}*

{/hasQuote}

### Event Details

{#hasEvent}

* **Event Name:** {eventName}
* **Date:** {eventDate}
* **Time:** {eventTime}
* **Location:** {eventLocation}
* **Description:** {eventDescription}

{/hasEvent}

### Key Highlights

{#highlights}

* {point}

{/highlights}

### Call to Action

{callToAction}

### About {organization}

{organizationDescription}

### Media Inquiries

For questions or interview requests, please contact:  
**{mediaContactName}**  
*{mediaContactTitle}*  
 Phone: {mediaContactPhone} | Email: {mediaContactEmail}

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