



Replace with your logo

News Release

For Immediate Release

<Today's Date>

Dateline

Contact info

For more information:

- <Contact name>
<Contact email address>
<Contact phone number>

Use Times New Roman or a common font

Headline + Sub-head

Catchy Title Goes Here

The sub-head can include more detail...but not too much!

Placeline

City, State – The lead paragraph should include 2-3 sentences that summarize the most important points of the release. Include interesting information to engage readers and make them want to read more.

Lead paragraph

“Add a quote from your primary source here,” says Jeanne Frazer, president of vitalink. “Again, this quote should engage readers.” Add some details or facts and figures here, if appropriate. You might insert the Access Annapolis logo or another photo.

Body

A second quote or more relevant information can be placed here. Include a website link to more details, as needed. Some media outlets require you to complete an online form to submit your story. Not all of these forms will read hyperlinks, so it is a good idea to make the link visible.

About <Business Name>

vitalink (www.vitalinkweb.com) is a branding + strategic marketing think tank based in North Carolina, with a satellite office in Huntington, West Virginia. Founded in 1996, v partners with colleges + universities, cities, government agencies, law firms, non-profit types of businesses to vitalize their brands. vitalink and its team members give back to the community on a regular basis.

Insert your company's "boilerplate" (a.k.a. "about us") here

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End mark