

# [YOUR COMPANY NAME] NEWS RELEASE

Date: [Date]

For Release: Immediate

Release #: [Give each new release a different number]

For More Information, Contact: [Person's name, phone number and e-mail]

## [WALK, RUN, BIKE] TEAM SPONSORED BY [YOUR COMPANY NAME] RAISES MONEY FOR [MENTION CAUSE—MS, BREAST CANCER, LEUKEMIA, AIDS, ETC.]

**City, State** — [Your company name] sponsored a team that recently participated in the [walk, run, bike] event sponsored by [mention cause]. The event met its goal of raising money for research into the cause and cure for [disease].

[Number] [your company] employees participated on [date, place]. [Give details about the team, what they had to do, etc.].

“The team was made up of [your company name] employees from every department who volunteered to give up their day off to participate,” noted [Get a quote from one of your company officials about the team]. “We’re extremely proud of what they accomplished.”

[Your company] is a major [distributor/manufacturer] of [your products—add another line or so about who you are and what you do].

To see more photos of the team and the event, visit [your web site address].

**Caption for team photo** — The [your company name] team who participated in the recent [cause] is pictured above. They are, from left to right, [list the names of everyone in the photo].