

This document contains templates for the following types of press releases:

- General
- Manufacturing
- Commercial Real Estate
- New Hire
- New Service
- New Product

# GENERAL PRESS RELEASE

{COMPANY LOGO HERE}

**FOR IMMEDIATE RELEASE**

**TITLE OF PRESS RELEASE**

(CITY, STATE, MONTH, DATE, YEAR): INTRODUCTION

PARAGRAPH 2

PARAGRAPH 3

BOILERPLATE

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**CONTACT INFORMATION:**

FULL NAME

TITLE

COMPANY

PHONE

EMAIL

# MANUFACTURING PRESS RELEASE

{COMPANY LOGO HERE}

## FOR IMMEDIATE RELEASE

{COMPANY NAME} to {INTRODUCE/FEATURE/OFFER} {PRODUCT/PROGRAM/SERVICE} At  
{EVENT/DATE} in {LOCATION}

(CITY, STATE, MONTH, DATE, YEAR) - {COMPANY} a provider of {DESCRIPTION OF  
COMPANY} to the manufacturing industry, announced today that it will  
{INTRODUCE/OFFER/FEATURE} its {EVENT/SERVICE/PRODUCT} at {LOCATION}.

## DETAILS OF THE EVENT/SERVICE/PRODUCT

“QUOTE FROM COMPANY SPOKESPERSON,” emphasizing the value/impact of  
{EVENT/SERVICE/PRODUCT}.

About {COMPANY NAME}

{COMPANY} is a provider of {PRODUCT/SERVICE} to the manufacturing industry. Its  
{SERVICES/PRODUCTS} encompass {LIST}. {COMPANY} has served the manufacturing  
industry since {YEAR} and has {OFFICES/OPERATIONS} in {LOCATIONS}. For more  
information, visit [www.{COMPANY WEBSITE}.com](http://www.{COMPANY WEBSITE}.com).

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## PRESS CONTACT INFORMATION:

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# COMMERCIAL REAL ESTATE PRESS RELEASE

{COMPANY LOGO HERE}

## FOR IMMEDIATE RELEASE

{COMPANY NAME} Wins/Named {NAME OF AWARD} at {NAME OF EVENT}

(CITY, STATE, MONTH, DATE, YEAR) - {COMPANY} a commercial real estate company in Frederick County, Maryland, received (or will receive) the {NAME OF AWARD} by {AWARDING ORGANIZATION} at the {NAME OF EVENT} on {DATE/TIME}, held at {LOCATION}.

DETAILS OF AWARD, AS RELEVANT TO PRODUCTS/SERVICES OFFERED

“QUOTE FROM COMPANY SPOKESPERSON,” emphasizing the value of {NAME OF AWARD}.

About {COMPANY NAME}

{COMPANY} is a provider of {PRODUCT/SERVICE} to the {\_\_\_\_} industry. Its {SERVICES/PRODUCTS} encompass {LIST}. {COMPANY} has served the {\_\_\_\_} industry since {YEAR} and has {OFFICES/OPERATIONS} in {LOCATIONS}. For more information, visit [www.{COMPANY WEBSITE}.com](http://www.{COMPANY WEBSITE}.com).

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## PRESS CONTACT INFORMATION:

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# NEW HIRE PRESS RELEASE

{COMPANY LOGO HERE}

## FOR IMMEDIATE RELEASE

{COMPANY NAME} Welcomes {EMPLOYEE NAME} as {NEW POSITION TITLE}

(CITY, STATE, MONTH, DATE, YEAR) – {COMPANY}, a {TYPE OF BUSINESS} in Frederick County, Maryland, announced today the hiring of {EMPLOYEE NAME} as {POSITION TITLE}. In this role, {LAST NAME} will be responsible for {KEY RESPONSIBILITIES/FOCUS AREAS}.

“QUOTE FROM COMPANY LEADER,” emphasizing the value {EMPLOYEE NAME} brings to the company and its clients/customers.

About {COMPANY NAME}

{COMPANY} is a provider of {PRODUCT/SERVICE} to the {\_\_\_\_} industry. Its {SERVICES/PRODUCTS} encompass {LIST}. {COMPANY} has served the {\_\_\_\_} industry since {YEAR} and has {OFFICES/OPERATIONS} in {LOCATIONS}. For more information, visit [www.{COMPANY WEBSITE}.com](http://www.{COMPANY WEBSITE}.com).

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## PRESS CONTACT INFORMATION:

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# NEW SERVICE PRESS RELEASE

{COMPANY LOGO HERE}

## FOR IMMEDIATE RELEASE

{COMPANY NAME} Launches New {SERVICE NAME} for {TARGET AUDIENCE/INDUSTRY}

(CITY, STATE, MONTH, DATE, YEAR) – {COMPANY}, a {TYPE OF BUSINESS} in Frederick County, Maryland, today announced the launch of its new {SERVICE NAME}, designed to {BRIEF DESCRIPTION OF SERVICE PURPOSE OR IMPACT}.

DETAILS OF NEW SERVICE – how it works, who it benefits, and why it was developed. Other things to include (optional): The date the service will be released, How to purchase it (e.g., contact your sales department, sign up online, and so on), The pricing or price range customers can expect to pay, How it's different from competing services, The gap it fills in a location-based or industry, The specific benefits or results clients can expect, How long it was in development or how it evolved, Where they can see a demo or learn how to use the service, etc.

“QUOTE FROM COMPANY SPOKESPERSON,” highlighting the value this new service brings to customers or the industry.

About {COMPANY NAME}

{COMPANY} is a provider of {PRODUCT/SERVICE} to the {\_\_\_\_} industry. Its {SERVICES/PRODUCTS} encompass {LIST}. {COMPANY} has served the {\_\_\_\_} industry since {YEAR} and has {OFFICES/OPERATIONS} in {LOCATIONS}. For more information, visit [www.{COMPANY WEBSITE}.com](http://www.{COMPANY WEBSITE}.com).

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## PRESS CONTACT INFORMATION:

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# NEW PRODUCT PRESS RELEASE

{COMPANY LOGO HERE}

## FOR IMMEDIATE RELEASE

{COMPANY NAME} Introduces {PRODUCT NAME} to {INDUSTRY/REGION}

(CITY, STATE, MONTH, DATE, YEAR) – {COMPANY}, a {TYPE OF BUSINESS} in Frederick County, Maryland, has launched its newest product, {PRODUCT NAME}, which {BRIEF DESCRIPTION OF WHAT THE PRODUCT DOES/PROBLEM IT SOLVES}.

DETAILS OF NEW PRODUCT – features, benefits, availability, and how it complements existing offerings, special offers or incentives, Where it can be purchased or ordered in advance, etc.

“QUOTE FROM COMPANY SPOKESPERSON,” focusing on why the product matters and what makes it unique.

About {COMPANY NAME}

{COMPANY} is a provider of {PRODUCT/SERVICE} to the {\_\_\_\_} industry. Its {SERVICES/PRODUCTS} encompass {LIST}. {COMPANY} has served the {\_\_\_\_} industry since {YEAR} and has {OFFICES/OPERATIONS} in {LOCATIONS}. For more information, visit [www.{COMPANY WEBSITE}.com](http://www.{COMPANY WEBSITE}.com).

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