**[ACCOLADES & ACHIEVEMENTS]**

**PRESS RELEASE**

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| --- | --- |
| **CONTACT** [Contact Name & Title]**COMPANY** [Company Name]**PHONE** [Phone Number] **EMAIL** [Email address]**WEB** [Website] |  **EMBARGOED FOR** [Time and date for the media to release the story]  |

**[BUSINESS NAME/INDVIDUAL NAME] RECEIVES [AWARD] (70 Characters)**

*[SUBHEAD: Insert a brief celebratory exclamation like: [Name of Company] is proud of its 10th [Name of Award] Recipient]*

**[CITY, STATE, AND DATE] — [INTRO PARAGRAPH]** [Name of Presenter] awarded the [highly coveted/well-regarded/prestigious/esteemed] [name of award or accolade] to [name of recipient] on [date] in recognition of [state the accomplishment or reason for the award].

**[SECOND PARAGRAPH]** [*Give additional information.*] This is the [1st/2nd/3rd/number] [name of award] given since [date awards started to be given]. [Name of Recipient] was selected out of [number] [team members/employees/businesses/fellow candidates] to receive the award.

**[THIRD PARAGRAPH]** [*Briefly discuss why the news is so important for the company and especially why it’s of interest for the public at large*].

**[FOURTH PARAGRAPH]** [*Insert congratulatory quotes or quotes about what the award means for the person and company. Quote the person who gave the award, the company’s CEO, key executives, famous people, or other leaders.*]

**[BIOGRAPHICAL INFO]** [Insert a biographical paragraph about the person or business the award/accolade concerns].

**[BOILERPLATE PARAGRAPH]** [*Insert your company’s standard three or four sentence bio/description here.*]

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