

FOR IMMEDIATE RELEASE

[LOCAL ADDRESS]
[LOCAL PHONE] • [LOCAL WEBSITE]

Contact: [INSERT NAME]
[CONTACT EMAIL]
[CONTACT PHONE]
FOR IMMEDIATE RELEASE
[INSERT DATE]

INCLUDE LOGO
HERE OR PREPARE
RELEASE ON YOUR
LETTERHEAD

LOCAL STUDENT HONORED WITH [INSERT AWARD NAME AND LOCAL HBA NAME]

The [LOCAL NAME] recently awarded the [NAME OF AWARD] to [RECIPIENT NAME] from [RECIPIENT SCHOOL].

[STUDENT NAME] is enrolled in the school's [INSERT PROGRAM NAME]. [INCLUDE INFORMATION ON HOW STUDENT WAS NOMINATED].

[INSERT DETAILS ABOUT THE AWARD AND HOW CRITERIA WAS MET]

[INSERT FUTURE PLANS OF RECIPIENT]

[INSERT QUOTE FROM RECIPIENT]

[INSERT INFORMATION AND WEBSITE OF LOCAL HBA]

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Always try to include a photograph with your release along with identification information.