Date School Logo

 School Name

 School Address

TO: CHIEF REPORTER/EDUCATION REPORTER

**INTERESTING HEADLINE**

Each sentence is a paragraph in media writing, which makes it easier to read.

Media releases also often have a double space between paragraphs so it doesn’t look squashed up.

*“Journalists really like to see direct quotes included”* says Ace Reporter, expert media writer in

New Zealand.

[Ends] (this lets them know the release is finished)

For further information contact:

(this is your contact person and their contact details)

Contact Name

Contact Number

Contact Email