(Your logo)

We also suggest you include a photo with your release, if possible.

FOR IMMEDIATE RELEASE

Date: (today’s date)

Contact: (name of contact person)

Email | Phone

**Title: (Highlight the work being done. Try to make THIS interesting and catchy and keep in present tense (no “ing”). For EXAmple:**

**shelter expansion means new home for city’s furry friends**

 **Instead of: shelter planning on expansion**

[*City*], WY – (When writing the opening paragraph, think about what might be interesting to your audience. Who will benefit? What program will benefit? How will it impact your community?) The [Name of Organization] will soon be able to [briefly share what will be accomplished with the grant] due in part to a grant received from the [Name of fund(s) of the Wyoming Community Foundation].

[*Name of organization*] is a nonprofit organization serving [*geographic area*] with [*type of service you provide*]. [*Name of organization]* has worked to [*share examples of good work you have done in the community*] and believes funds received will strengthen the work being done.

*[Quote from someone impacted by your work, or a board member or your ED.]* Community member, Sue Ballou, says the [Name of organization’s] projects have been incredibly positive to the community. [“Have person explain why your organization or the projects you are working on are important.”]*[ Length should be a few sentences*.]

To learn more about [organization name] or to donate, visit [website] or contact [contact name] at [phone and email address].

- more -

*The Wyoming Community Foundation is a nonprofit organization that works with donors to support the charitable causes they care most about. In 2023, the Wyoming Community Foundation granted over $8 million to charitable causes across the state.*

For information call 307-721-8300 or visit their website at [www.wycf.org](http://www.wycf.org).

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