SAMPLE PRESS RELEASE TEMPLATE

**<INSERT YOUR COMPANY LOGO>**

CONTACT INFORMATION:

Company Name:

Contact Name:

Phone Number:

Email Address:

**FOR IMMEDIATE RELEASE <DATE>**

**<COMPANY NAME> GRAND OPENING**

**<INSERT YOUR COMPANY NAME>** will celebrate the grand opening of its new location with a ribbon cutting ceremony performed by the West Seattle Chamber of Commerce on **DATE** at **TIME**. The new location/store is located at **ADDRESS**. Members of the media and community are invited to the grand opening and ribbon cutting celebration. Light refreshments will be served.

[Provide a boilerplate description of your business and the services and products you provide. Try to include unique, differentiating information about your business. You may also want to include the hours of operation, any additional locations and/or how long you’ve been in business. Information about the owner and/or manager is also helpful information.]

###