**Winning an award or reaching a milestone**

It is sometimes difficult to boast about your business, but it is important that when you win an award, accolade, or reach a milestone that you let the world know!

TEMPLATE

FOR IMMEDIATE RELEASE

MEDIA CONTACT

ORGANIZATION

PHONE

EMAIL

PRESS RELEASE TITLE SHORT & SWEET

Subhead, maximum one line, sentence to frame the press release title.

*CITY, STATE:* On {date of award ceremony}, {recognizing body} named {company} winner of the {award} at {event}. The award recognizes {ensure to portray applicable value}, and previous winners include {utilize when appropriate}. EX. *On November 19th CAAP was honored by NCAP for exemplary program delivery at annual awards.*

“Quote from yourself, or executive on your team,” stated {name, title}, “compete quote.”

“Quote from awarding organization,” says {name, title}, “complete quote.”

Input any additional content about the award, the event, the event venue where it was presented and if appropriate the award selection process. EX. *The award is extremely prestigious in Community Action and solidifies the initiatives CAAP has been striving toward to provide the Community Action network in Pennsylvania service and resources above and beyond those of other state agencies.*

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About {Company}: 3-4 sentences describing your company’s mission and it’s recent accomplishments. Always include a link to your main website. *EX. Community Action Association of Pennsylvania (CAAP)The mission of the Community Action Association of Pennsylvania is to strengthen, advocate for, and empower the state network of Community Action Agencies to effectively address issues of poverty. Learn more at* [*thecaap.org*](http://www.thecaap.org/)