

# Your Letterhead Design Goes Here

[Insert Current Date]

FOR IMMEDIATE RELEASE:

Contact:

Contact Person

Company Name

Telephone Number

Fax Number

Email Address

Website Address

[Insert the headline "<YOUR TEAM NAME> ANNOUNCE THEIR TEAM ROSTER" left aligned and in bold]

[Insert the text for your press release from the W-4 Planning Form. **Note:** The paragraphs should be left aligned with a .5 inch tab indent at the beginning of each new paragraph]