

Press Release Samples

[Company Logo]

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FOR IMMEDIATE RELEASE

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Date: 1/28/17

ABC ORG CELEBRATES 10th ANNIVERSARY

No Place Like Home

ABC Org will host the *No Place Like Home* Gala on March 15, 2017 at River East Art Gallery to celebrate their 10th year of building affordable family homes for the homeless.

We invite all community members to celebrate with us as we look forward to building five more homes in the coming year. All proceeds from the *No Place Like Home* Gala will be directed towards the purchase of supplies for these homes.

About ABC Organization

ABC Org works with local church and social service organizations to build affordable homes for homeless families in Evanston, IL. Learn more visit www.abcorg.com, or call us at 123.456.7890.

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Organization Name
Address
Contact Info

January 28, 2017

FOR IMMEDIATE RELEASE

Media Contact: Jane Smith, jane@email.com

We are pleased to announce that ABC Org will be celebrating our 10th anniversary at our annual event at Navy Pier on February 28, 2017.

After five seasons of success at the Hilton Hotel, and with gratitude to are Signature Sponsor XYZ Company, we are excited to celebrate new opportunities at Navy Pier. Our mission to provide multicultural music lessons and positive image remain strong, and we are proud to continue our popular high school internship program.

We look forward to continuing our great relationships with sponsors, donors, and all our students — and with only 30 days until our big night, our volunteers are has kicked into full gear. We are committed to making this year's production one that goes down in history.

We look forward to seeing you at Navy Pier on February 28!

About ABC Organization

ABC Org works with local church and social service organizations to provide music lessons for under-resourced children in Evanston, IL. Learn more visit www.abcorg.com, or call us at 123.456.7890.

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Sample Letters

Receipt Letter to Donors:

Thank you for helping to raise [Amount] at [Event] for our education initiatives.

On behalf of [NCB Org] and the patrons and students we serve, thank you for your generous contribution of the items listed below to the NCB Silent Auction Benefit on January 1, 2017:

[Item] valued at \$[Value].

Our mission is made possible because of your commitment and support. Each audience member who leaves inspired by our work, each student and educator who is touched by our music and artistic leadership, and each community band who is influenced by the example we set, speaks to the impact of your generosity.

This year, [NCB Org] is celebrating its 40th Season of distinguished music making. It is my pleasure to say “thank you”. We pledge to continue our essential work and continue our decades-long tradition of providing the joy of quality music to the Chicago community.

Sincerely,

Jane Smith
Board Chair

[NCB Org] is a 501(c)3 non-profit organization. No goods or services were provided in return for this contribution. All donations are tax deductible to the fullest extent of the law.

Sample Thank you to participants:

Dear Phyllis,

You are an important member of our supportive community. You give, not because you must - but because you are able. And because you are able, our guests quench their thirst, fill their bellies, and nurture their souls at the ABC Kitchen.

Thank you for your quick response to our summer donation appeal and for your generous gift in support of the children, adults, senior citizens, the physically and mentally challenged people of all ages who find a place around our tables at the ABC Kitchen.

Your gift truly helps to create a community for many. In the summer months, our guests gather early to take advantage of the air conditioning as they share the news of the day, their challenges, the latest new joke and most importantly the love and caring of our staff and volunteers.

We are thankful for our partnerships and the many blessings of fresh vegetables, fruits, and meat. We are thankful for the many volunteers who give of their time to make our mission a success. We would simply not be able to feed hungry people without your financial support. Thank you.

In Gratitude,

Janet Smith
Executive Director

Dear Bob and JoAnn,

Thank you for coming to our breakfast, where our story of feeding the hungry became your story.

Thank you for providing well-balanced, nourishing meals to some of our 11,595 guests this year and for providing an opportunity for our 165 volunteers to give back to the community with their time and talent, by giving to the ABC Kitchen.

Your donation supports the one-in-five adults and one-in-four children in the Lansing area who don't know where their next meal is coming from. Your gift provides hope and a sense of security to senior citizens, the disabled, the physically challenged, and the unemployed and under-employed who struggle to afford the basics of shelter, food, and transportation.

In Gratitude,

Jane Smith
Board Chair