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| **[COMPANY NAME]** [Address/dirección] Tel.: 000 0000 0000 www.website.com | | | | | | |
| **STATEMENT** | | | | | | |
| [City/ciudad], [Month/mes] 00, 20XX  To whom it may concern,  A press release is an official statement delivered to members of the news media for the purpose of providing information, creating an official statement, or making an announcement directed for public release. Press releases are also considered a primary source, meaning they are original informants for information. A press release is traditionally composed of nine structural elements, including a headline, dateline, introduction, body, and other components.  Press releases are typically delivered to news media electronically, ready to use, and often subject to ``do not use before" time, known as a news embargo. Press releases are typically delivered to news media electronically, ready to use, and often subject to ``do not use before" time, known as a news embargo.  A press release is an official statement delivered to members of the news media for the purpose of providing information, creating an official statement, or making an announcement directed for public release. Press releases are also considered a primary source, meaning they are original informants for information.  [Full name/nombre completo] [Position/cargo] | | | | | | |
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