Use this as a brief cover letter and/or fax cover sheet.

**Letterhead**

* **Or -**

**Your Name / Agency Name**

**LOCAL Address**

**City, State, Zip**

**Name of Newspaper**

**Name of Editor (if you have one)**

**Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**

**I am pleased to enclose the following press release announcement.**

**If you have any questions, please feel free to call me at (phone number) or E-mail me at (E-mail address).**

**Thank you so much for your consideration and support of local business professionals.**

**Most sincerely,**

**Your Name**