## Press Release Template

*\*Before issuing any news release, please send your final draft for review to Sara.Osborne@safeway.com*

This practice enables us to assist you, as well as keep track of information being issued about our company and manage our brand.

**Contacts:**

< CHARITY NAME>

Name

Phone

Email

[Banner Foundation]

Sara Osborn

425-201-6261

Sara.Osborne@safeway.com

**<CHARITY NAME> Receives a/an <$AMOUNT> Grant from [Banner] Foundation to <Purpose to grant>**

CITY, State — Date — < CHARITY NAME>is excited to have received a <$AMOUNT> grant from the [Banner] Foundation to <Give a short explanation of how the funds will be used.>

“This gift will have a tremendous impact on our program,” said [< CHARITY NAME>president or top local official]. We’d like to thank [Banner] Foundation for their commitment to making our community a better place to live and work.”

[Paragraph about the *Charity*’s focus and history and any other important details on how the organization affects positive change in the community.]

“It’s an honor support the work of< CHARITY NAME>. Every day we learn about organizations that go above and beyond to help people in need,” said [Banner Foundation official/Division President.] “Such selfless dedication makes our communities better places to live and work.”

<INSERT CHARITY BOILER PLATE>

[Banner] Foundation’s Boilerplate