**For Immediate Release**

**Headline**

(Location, Date) One sentence, 7-10 words, that describes the major point of the release: (e.g., A staff member injured following a carjacking.) (Date)

**Main Paragraph**

Quickly answer the Who, What, Where, When and Why

* Who is affected?
* What is going on?
* Where is this taking place?
* When did this happen?
* Why is this important?

**Following Paragraphs**

These paragraphs should include key messages and quotes from predetermined spokespersons detailing what actions they are taking, and/or voicing compassion and concern.

**Key Message**

**1.**

**2.**

**Quote**

Add a statement to remind readers why your agency was in the country/region and the humanitarian nature of its work.

**For more information, please contact:** (Contact Name)

**Contact Phone Number:** (Phone number)

**Contact Email Address:** (Email address)