[YOUR COMPANY NAME]

[YOUR COMPANY SLOGAN]

[YOUR ADDRESS]

[YOUR ADDRESS 2]

[YOUR CITY],

[YOUR STATE/PROVINCE]

[YOUR Postal CODE]

[YOUR PHONE NUMBER]

[YOUR WEBSITE ADDRESS]

FOR IMMEDIATE RELEASE

TYPE HEADLINE HERE

Type sub-headline here

**City, Province [DATE] – [YOUR COMPANY NAME]**, the makers of **OR** a leading provider of [SPECIFY PRODUCT OR SERVICE], today announced that they are **OR** it is opening a new office in [SPECIFY LOCATION, City, State/Province, Country], to accommodate [SPECIFY] **OR** to better meet the needs of [SPECIFY] **OR** to [SPECIFY].

Plans to develop operations in [CITY, STATE/PROVINCE,COUNTRY] were initiated by [SPECIFY PAST ACTION(S) OR MARKET STIMULUS]. The new office, which includes [SPECIFY QUALITY], will be the company’s [SPECIFY RELATIVE NUMBER, second, third, fourth, etc.] office. [YOUR COMPANY NAME] will offer its clients in [COUNTRY] [SPECIFY PRODUCT/SERVICES], [MENTION IF PRODUCT HAS BEEN ADAPTED TO LOCAL MARKET] **OR** The new office will allow [YOUR COMPANY NAME] to [SPECIFY]. The company has recently opened a new office in [LAST LOCATION, if applicable] **OR** announced plans to start operations in [SPECIFY OTHER LOCATION].

“The opening of [YOUR COMPANY NAME]’s new [SPECIFY CITY, STATE/PROVINCE] office is an important step towards realising our [SPECIFY GOALS],” said [NAME], [TITLE]. “The new office will be the first of many important changes for the company in [YEAR]. [ADDITIONAL QUOTE, relating to market conditions and how the company is responding to them].”

The new office is expected to generate sales of [SPECIFY] for [SPECIFY PERIOD OR YEAR]. It will primarily handle [SPECIFY ACTIVITY, if applicable].

The [SPECIFY INDUSTRY] has recently undergone [SPECIFY LATEST INDUSTRY TRENDS]. [YOUR COMPANY NAME] has been involved in [SPECIFY INDUSTRY OR ACTIVITY] since [MONTH YEAR]. It has recently [MENTION LATEST COMPANY DEVELOPMENTS]. It is known for such products as [PRODUCT #1] and [PRODUCT #2].

**About [YOUR COMPANY NAME]**

Founded in [DATE], [YOUR COMPANY NAME] is the maker of the popular [SPECIFY]. Its [PRODUCT/SERVICE] is known for [SPECIFY]. The company’s mission is to [SPECIFY]. [YOUR COMPANY NAME] currently serves over [NUMBER] clients in [SPECIFY REGION OR MARKET] and employs [NUMBER] people in the greater [CITY, STATE/PROVINCE] area. It has won numerous awards for its [PRODUCT/SERVICE]. For more information about [YOUR COMPANY NAME], visit its website at [[YOUR WEBSITE ADDRESS]](http://www.company.com/).

**For more information, please contact:**

**[NAME] / [TITLE]**

[YOUR COMPANY NAME]

[YOUR ADDRESS]

[YOUR ADDRESS 2]

[YOUR CITY],

[YOUR STATE/PROVINCE]

[YOUR Postal CODE]

Phone: [YOUR PHONE NUMBER]

Fax: [YOUR FAX NUMBER]

Email: name@company.com