

Sample Communication Templates

Below are samples of news content that you may use for your promotion. Please feel free to alter any material to better suit your community.

Sample Press Release/Media Advisory

LETTERHEAD

For immediate release

Contact: **(Name)**

November 1, 2020

555-555-5555

Local Organizations Host Homeless Awareness Month Activities

Subhead

(LOCATION), Mich. – **(Local group name)** will be sponsoring **(your event/activity title)** as part of Homeless Awareness Month at **(place)** on **(date)**. The program will include **(brief description of your activities)**.

This is an opportunity for **(your target audience: community members, elected officials, etc)** to start a discussion and learn about homelessness issues in our community. **(More description about your event/activity)**

(Quote about homelessness in your community)

November is Michigan's Homeless Awareness Month and it provides an annual opportunity to engage around issues relating to homelessness and housing insecurity. **(Local Group Name)** is sponsoring this in **(your community)**. Other events include **(event name), (date), (other event), (date) and (event name), (date)**.

For more information about our local Homeless Awareness Month events and activities and how to get involved, please call **(your name)** at **(number)**. Please visit the Michigan Coalition Against Homelessness at www.mihomeless.org to learn more about the statewide Homeless Awareness Month activities and issues related to homelessness in Michigan.

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