PRESS RELEASE REPORT

MARCH 2016

[You can add an abstract or other key statement here. An abstract is typically a short summary of the document content.]

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To Our Stockholders

STRATEGIC HIGHLIGHTS

We've added a few tips (like this one) to help you get started.

When you click tip text, the whole tip is selected. Just start typing to replace it with your own.

The headings, however, are typical annual report headings that you might want to use as-is.

FINANCIAL HIGHLIGHTS

We love the cover page of this template. But we also think you should have options. On the Insert tab, click Cover Page for a gallery of choices. And don't worry about text you've already added to that page. It will still be there after you choose another cover.

OPERATING HIGHLIGHTS

Want to add another heading or quote? You can match any formatting you see on this page in one click, using Styles. Find a gallery of styles for this template on the Home tab of the ribbon.

LOOKING AHEAD

If you change or add headings in this document, you can update the table of contents in a snap. To see new headings, click anywhere in the table of contents and then click Update Table.

Chief Executive Name
Chief Executive Title
[Date]