**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12154&utm_source=template-word&utm_medium=content&utm_campaign=Internal+Release+Note+Template-word-12154&lpa=Internal+Release+Note+Template+word+12154)Internal Release Note   
Template**

Internal Release Note

|  |  |
| --- | --- |
| Subject (e.g., “We're launching Data View”) | Customer Release Date |
|  |  |

Summary of Changes

|  |
| --- |
|  |

Plan Eligibility (e.g., Pro, Business, Enterprise, Advance)

|  |
| --- |
|  |

Problem Solved (what the release solves / the pain point targeted)

|  |  |
| --- | --- |
| Problem | Solution |
|  |  |

Launch Resources

(for both internal and external audiences — e.g., FAQ docs, capability guides, etc.)

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|  |

Media

A clock tower with a red and blue background

Description automatically generated

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