**MEMO**

**To:** All Employees  
**From:** Congzhe Chi, General Manager  
**Date:** 20 October 2024  
**Subject:** Parking Space Policy Reminder

Dear Team,

I want to address an important issue regarding our parking policy. Recently, we've received feedback from customers expressing difficulties finding parking spots. To enhance their experience and ensure we maintain a welcoming environment, please remember to park in the designated areas behind the store.

Your cooperation is essential in keeping our customers happy and, ultimately, ensuring the success of our business. Thank you for your attention to this matter.

Best,  
Congzhe Chi