To	:	All Department
Cc	:	
From	:	IT Department
Subject	:	Inclusion of IT Department in System-Related Matters

We kindly request your attention to the importance of involving our IT department in all system-related initiatives, including promotions, QR code implementation, and any future endeavors.

The IT department plays a crucial role in ensuring our systems function smoothly and maintain data integrity. Including them in discussions and planning regarding promotions or system-related changes allows them to assess feasibility, compatibility, and potential impact. This proactive approach helps us avoid unforeseen technical issues and ensures seamless integration with our existing infrastructure.

Therefore, we request consultation with the IT manager or department before releasing any system-related memos, such as those concerning promotions or QR code implementation.

Thank you for your consideration of this matter.

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