

Valet Parking Policy Update

Dear Staff,

We are writing to inform you of important updates to our valet parking policy, effective [date]. Please review the following changes carefully:

- **New Valet Hours:** The valet service will now operate from [start time] to [end time].
- **Parking Fees:** Staff members will be eligible for a discounted parking fee of [\$ amount] per day.
- **Reservation Requirement:** Valet services will require prior reservations during peak hours.
- **Policy Enforcement:** All staff are expected to adhere to the updated policy to ensure smooth operations.

If you have any questions or concerns regarding these updates, please do not hesitate to reach out to [contact information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]