

Cloud Storage Retention Reminder

Dear [Recipient's Name],

This is a friendly reminder regarding the retention policy for your cloud storage account with us.

As per our records, the following items are scheduled for deletion due to inactivity:

- [File/Folder Name 1] - Last accessed on [Date]
- [File/Folder Name 2] - Last accessed on [Date]
- [File/Folder Name 3] - Last accessed on [Date]

Please take a moment to review these items, and if you would like to retain any of them, simply log in to your account and update their status.

The retention date is set for [Retention Date]. After this date, items will be permanently deleted from our system.

If you have any questions or need assistance, feel free to contact our support team at [Support Email Address].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]