Dear [User's Name],

We hope this message finds you well. We are writing to inform you that your cloud storage space is almost full. As of today, you have used [X%] of your available storage, which is approximately [Y GB] out of [Z GB].

To avoid service interruptions, we recommend you take the following actions:

- Delete any unnecessary files or backups.
- Consider upgrading your storage plan.
- Regularly review and manage your files.

If you need assistance, please do not hesitate to contact our support team at [Support Email/Phone Number]. We are here to help!

Thank you for choosing [Company Name] for your cloud storage needs.

Best Regards,
[Your Name]
[Your Position]
[Company Name]
[Company Website]