

Important Notification: Impending Cloud Storage Capacity Issue

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to inform you of a potential issue regarding your cloud storage capacity. Our records indicate that your current usage is approaching the maximum allowed limit.

As of [current date], your account is utilizing [X GB] out of [Y GB], leaving you with only [Z GB] of free space. This limited capacity may hinder your ability to upload and store new data effectively.

To avoid any disruption to your services, we recommend taking the following actions:

- Review and delete any unnecessary files.
- Consider upgrading your storage plan for additional capacity.

For any assistance or to discuss your options, please do not hesitate to reach out to our support team at [support email or phone number].

Thank you for your attention to this matter.

Best regards,
[Your Name]
[Your Position]
[Your Organization]
[Contact Information]