

Cloud Service Utilization Summary

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Cloud Service Utilization Summary for [Period]

Dear [Recipient Name],

I am writing to provide you with a summary of our cloud service utilization for the period of [Start Date] to [End Date]. Below is an overview of our usage metrics:

Utilization Overview

- **Total Storage Used:** [Amount] GB
- **Compute Hours Used:** [Amount] hours
- **Number of Active Users:** [Number]
- **Data Transferred:** [Amount] TB

Key Insights

- [Insight 1]

- [Insight 2]

- [Insight 3]

Future Recommendations

- [Recommendation 1]

- [Recommendation 2]

Thank you for your attention. Please let me know if you have any questions or require further details.

Sincerely,

[Your Name]

[Your Position]

[Your Company]