

Backup Schedule Reminder

Dear [Recipient's Name],

This is a friendly reminder that your scheduled backup is due on **[Date]**. It is important to ensure that all important data is securely backed up to prevent any potential loss.

Please take the necessary steps to complete the backup process, which may include:

- Checking backup settings
- Verifying storage space
- Running a manual backup if needed

If you have any questions or need assistance, feel free to reach out.

Thank you for your attention to this important matter.

Best regards,
[Your Name]
[Your Position]
[Your Company]