

Storage Capacity Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Storage Capacity Status

Dear [Recipient's Name],

We are writing to inform you about the current status of storage capacity in our facility. As of [Insert Date], our storage capacity has reached [Insert Percentage]% of its total limit.

It is essential for us to manage our storage efficiently to ensure optimal operations. We kindly request that you review your current inventory and take necessary actions if needed.

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]