

# Storage Space Alert

Dear [Recipient's Name],

We are writing to inform you that your storage space has reached a critical level. Currently, you have used [Percentage]% of your allotted space.

To ensure uninterrupted service, we recommend the following actions:

- Delete unnecessary files or folders.
- Consider upgrading your storage plan.
- Utilize our archival solution for older files.

Please take action as soon as possible to avoid any disruptions. If you have any questions or need assistance, feel free to contact our support team.

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Contact Information]