

Storage Usage Notification

Dear [Recipient's Name],

We are writing to inform you about your current storage usage. As of [Date], your account has reached [Percentage]% of its allocated storage capacity.

Current Storage Details:

- Total Storage: [Total Storage Amount]
- Used Storage: [Used Storage Amount]
- Remaining Storage: [Remaining Storage Amount]

To ensure uninterrupted service, please consider reviewing your storage usage and taking necessary actions, such as:

- Deleting unnecessary files
- Upgrading your storage plan
- Archiving old data

If you need assistance or have any questions, please feel free to contact our support team.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]