

Storage Utilization Reminder

Dear [Recipient's Name],

This is a friendly reminder regarding your current storage utilization. As of [Date], your storage usage stands at [XX%], which exceeds the recommended limit of [YY%].

To ensure optimal performance and avoid any disruptions, we encourage you to take the following actions:

- Review your stored files and delete any unnecessary items.
- Archive older files that are no longer in active use.
- Consider upgrading your storage plan if needed.

If you have any questions or need assistance, please do not hesitate to reach out to our support team.

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]