

Storage Space Issue Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notification of Assigned Storage Space Issue

Dear [Recipient Name],

We are writing to inform you of an issue regarding your assigned storage space. Unfortunately, it has come to our attention that there are problems that need to be addressed in a timely manner.

The details of the issue are as follows:

- Location: [Storage Space Location]
- Issue Type: [Describe the Issue]
- Assigned Date: [Date Assigned]

Please take the necessary steps to resolve this issue and inform us of your progress by [Deadline Date]. Failure to address this matter may result in further action.

If you have any questions or require assistance, do not hesitate to contact us at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]