

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Service Provider Name]

[Service Provider Address]

[City, State, Zip Code]

Dear Customer Service,

Subject: Request for Replacement of Damaged SIM Card

I hope this message finds you well. I am writing to formally request a replacement for my damaged SIM card. My account details are as follows:

- Account Name: [Your Name]

- Account Number: [Your Account Number]

- Phone Number Associated with the SIM: [Your Phone Number]

Unfortunately, my SIM card has been damaged due to [brief description of how it was damaged, e.g., water exposure, physical damage, etc.]. As a result, I am unable to use my mobile services.

I kindly request that you assist me in obtaining a replacement SIM card at your earliest convenience. Please let me know if you require any further information or documentation to process my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]