

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Carrier Name]
[Carrier Address]
[City, State, Zip Code]

Subject: Request for Old SIM Card Replacement

Dear [Carrier Customer Service/Specific Contact Name],
I hope this message finds you well. I am writing to request a replacement for my old SIM card associated with my account [Your Account Number or Phone Number].

Due to [brief explanation of reason for replacement, e.g., damage, loss, or upgrading to a new SIM card], I am unable to use my current SIM card and would appreciate your assistance in issuing a new one.

Please let me know the necessary steps I need to take to facilitate this process. I am hoping to receive the replacement as soon as possible to minimize any disruption in service.

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

Sincerely,
[Your Name]