

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company/Carrier Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for SIM Card Replacement Approval

I hope this message finds you well. I am writing to request approval for a replacement SIM card for my account with [Company/Carrier Name].

My details are as follows:

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]
- Mobile Number: [Your Mobile Number]

I recently encountered [brief description of the issue, e.g., "a technical problem with my current SIM card that is affecting my connectivity"]. I have tried troubleshooting, including [mention any steps taken], but the issue persists.

Given these circumstances, I kindly request that you approve my SIM card replacement. I am willing to provide any additional information or documentation needed to facilitate this 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]