

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

[Service Provider's Name]
[Customer Service Department]
[Service Provider's Address]
[City, State, Zip Code]

Subject: Request for SIM Card Replacement

Dear [Customer Service Team/Specific Name],

I hope this message finds you well. I am writing to request a replacement SIM card for my account due to [state reason, e.g., loss, damage, or needing a new SIM for travel].

My account details are as follows:

- Account Name: [Your Name]
- Account Number: [Your Account Number]
- Phone Number associated with the account: [Your Phone Number]

I am scheduled to travel on [Travel Dates], and it is essential for me to have a working SIM card during this time. Please let me know the necessary steps to proceed with the replacement and if there are any fees involved.

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

Sincerely,
[Your Name]