

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

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

Subject: Request for Temporary SIM Card Replacement

Dear [Customer Service Team/Specific Contact Name],

I hope this message finds you well. I am writing to request a temporary replacement for my 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 original SIM card has [briefly explain the reason, e.g., been lost/damaged], and I require a temporary replacement to ensure continued service during this time.

I kindly request that you send a temporary SIM card to my address listed above. Please let me know if there are any forms or fees associated with this request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]