

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

Customer Service  
Mobile Service Provider  
Company Address  
City, State, Zip Code

Dear Customer Service,

I am writing to formally report the loss of my mobile SIM card associated with my account (Account Number: [Your Account Number]). I discovered that my SIM card was missing on [Date You Lost the SIM Card], and despite my efforts to locate it, I have been unable to find it.

Given the circumstances, I kindly request a replacement SIM card to be issued to me. I understand that there may be a fee associated with this service, and I am willing to comply with the necessary procedures to replace the lost SIM.

For verification purposes, I am attaching a copy of my identification document along with any other required information. Please let me know if any further documentation is needed.

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

Sincerely,  
[Your Name]