

# Application for Corporate SIM Card Activation

Date: \_\_\_\_\_

To,  
[Service Provider Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

Subject: Application for Activation of Corporate SIM Card

Dear [Recipient's Name],

We, [Your Company Name], located at [Your Company Address], kindly request the activation of corporate SIM cards for our employees as part of our communication enhancement strategy.

Details of SIM Cards to be Activated:

Employee Name	Designation	Mobile Number	SIM Card Number
[Employee 1 Name]	[Employee 1 Designation]	[Employee 1 Mobile Number]	[Employee 1 SIM Card Number]
[Employee 2 Name]	[Employee 2 Designation]	[Employee 2 Mobile Number]	[Employee 2 SIM Card Number]

We have attached all required documentation and forms for your reference. We assure you that these SIM cards will be utilized for official purposes only.

We appreciate your prompt attention to this matter and look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Designation]  
[Your Company Name]  
[Contact Information]