

# Cancellation Request

To,

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

Date: [Insert Date]

Subject: Request for Cancellation of SIM Card Activation

Dear Sir/Madam,

I am writing to formally request the cancellation of the SIM card activation associated with my account. Below are the details for your reference:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- SIM Card Number: [Your SIM Card Number]

Unfortunately, due to [reason for cancellation], I am unable to proceed with the activation. I would appreciate your prompt action on this matter and confirmation of the cancellation.

Thank you for your understanding and cooperation.

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