

# Number Portability Request

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

To,  
Customer Service  
[Current Service Provider]  
[Provider Address]  
[City, State, Zip Code]

Subject: Request for Number Portability

Dear Sir/Madam,

I am writing to formally request the portability of my mobile number **[Your Mobile Number]** from your network to **[New Service Provider]**.

Below are my details:

- Name: [Your Full Name]
- Account Number: [Your Account Number]
- Address: [Your Address]
- Email: [Your Email Address]
- Phone Number: [Your Mobile Number]

I hereby authorize [New Service Provider] to initiate the porting process and communicate with you regarding this request. Please find the authorization form below:

## Authorization Form

I, [Your Full Name], hereby authorize [New Service Provider] to initiate the process for transferring my mobile number **[Your Mobile Number]** from [Current Service Provider].

Signature: \_\_\_\_\_

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

Thank you for your attention to this matter. I look forward to your prompt assistance in processing my request.

Sincerely,  
[Your Full Name]  
[Your Contact Number]