

# Number Portability Request

Date: [Insert Date]

To:

[Current Service Provider Name]

[Current Provider Address]

Subject: Request for Telecom Number Portability

Dear [Service Provider Contact],

We, [Your Business Name], hereby request the portability of our telecom number(s) as listed below from your network to our new service provider, [New Service Provider Name].

## **Account Information:**

Business Name: [Your Business Name]

Account Number: [Your Account Number]

## **Numbers to Port:**

- [Phone Number 1]
- [Phone Number 2]
- [Phone Number 3]

We request that you initiate the transfer process at your earliest convenience in accordance with applicable regulations.

Please confirm the initiation of this request via email or phone at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[Your Contact Number]

[Your Email Address]