

# Number Portability Request

**Date:** [Insert Date]

**To:** [Telecom Provider's Name]

**Address:** [Telecom Provider's Address]

Dear Sir/Madam,

We, [Your Company Name], located at [Your Company Address], hereby request the portability of our telecom numbers as listed below. This request is made on behalf of our corporate entity, and we kindly ask for your assistance in processing this request promptly.

## Details of Numbers to be Ported:

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

## Account Information:

Account Name: [Company Account Name]

Account Number: [Company Account Number]

Please find attached the required documents for your reference:

- Proof of Identity
- Proof of Address
- Authorization Letter

We appreciate your prompt attention to this matter and look forward to your confirmation regarding the initiation of the portability process.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]