

# Letter for Telecom Number Portability Request

Date: [Insert Date]

To,  
Customer Service,  
[Current Service Provider Name]  
[Service Provider Address]

Subject: Request for Number Portability for Family Plans

Dear Sir/Madam,

I am writing to formally request the portability of my telecom number(s) under the family plan associated with my account. Below are the details of the account and the numbers to be ported:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Mobile Numbers to be Ported:
  - - [First Mobile Number]
  - - [Second Mobile Number]
  - - [Additional Numbers if any]

The reason for this request is [brief reason for switching providers, e.g., better services, coverage, etc.]. I have ensured that all outstanding dues are cleared and that the numbers are eligible for portability.

Please find attached the required documents for processing this request. I kindly ask you to initiate the portability process at your earliest convenience.

Thank you for your prompt attention to this matter. I look forward to your confirmation.

Sincerely,  
[Your Name]  
[Your Address]  
[Your Contact Information]