

Telecom Number Portability Request

Date: [Insert Date]

To:

[Telecom Service Provider Name]
[Telecom Service Provider Address]
[City, State, Zip Code]

Subject: Request for Number Portability

Dear [Customer Service Team/Specific Contact Person],

I am writing to formally request the portability of my international telephone number from your service provider to another network. Below are the details of my request:

Current Account Information:

Name: [Your Name]
Current International Number: [+Country Code][Your Number]
Account Number: [Your Account Number]
Address: [Your Address]

Requested Transfer Information:

New Service Provider: [New Provider Name]
New Account Number: [New Provider Account Number if applicable]

Please find attached any necessary documentation to process this request, including proof of identity and any required forms as specified by your policy. I understand that my existing service must remain uninterrupted during this process.

Thank you for your attention to this matter. I look forward to your prompt response confirming the initiation of the number portability process.

Sincerely,
[Your Name]
[Your Email Address]
[Your Phone Number]