

Telecom Number Portability Request

Date: [Insert Date]

To,

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

Subject: Request for Number Portability

Dear Sir/Madam,

I am writing to formally request the portability of my telephone number from your network to my new service provider. Below are the details associated with my account:

Account Holder Name: [Your Full Name]

Current Account Number: [Your Account Number]

Phone Number to be Ported: [Your Phone Number]

New Service Provider: [New Telecom Provider Name]

I acknowledge that I am responsible for any outstanding dues and that I have the right to request this portability. Please initiate the process and send me a confirmation once it has been completed.

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

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]