

Number Portability Request for Postpaid Services

Date:

To,
Customer Service Department,
[Current Service Provider Name]
[Current Service Provider Address]
[City, State, Zip Code]

Subject: Request for Number Portability

Dear Customer Service Team,

I am writing to formally request the portability of my mobile number from [Current Service Provider] to [New Service Provider]. Below are my account details:

Account Holder Name: [Your Name]
Mobile Number to Port: [Your Mobile Number]
Account Number: [Your Account Number]
Service Type: Postpaid
Reason for Portability: [Brief Reason]

I understand the implications of this process and assure you that all dues and obligations on my part will be settled prior to the transfer. I kindly request your assistance in facilitating this process.

Thank you for your prompt attention to this matter. Please confirm receipt of this request and let me know if any further information is required.

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