

Number Portability Request

Date: [Insert Date]

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

Subject: Request for Number Portability for Prepaid Services

Dear Sir/Madam,

I am writing to formally request the portability of my prepaid mobile number as per the guidelines provided under the telecom regulations. Below are my details:

Name: [Your Full Name]
Current Mobile Number: [Your Mobile Number]
Account Number: [Your Account Number if applicable]
Provider Name: [Current Telecom Provider Name]

I wish to port my number to [New Telecom Provider Name], and I understand that the process may take a few days. I have ensured that my account is active and that there are no pending dues.

Please let me know if you require any further information or documents to process this request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,
[Your Signature (if sending hard copy)]
[Your Printed Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]