

# Request for Telecom Number Portability

Date: [Insert Date]

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

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request the portability of my telephone number from your service to [New Service Provider Name] under the regulations for telecom number portability.

My details are as follows:

- Full Name: [Your Full Name]
- Current Phone Number: [Your Current Phone Number]
- Account Number: [Your Account Number]
- Address: [Your Address]
- Email: [Your Email Address]

This request is made specifically for the following special services:

- [Service 1]
- [Service 2]
- [Service 3]

I would appreciate your prompt attention to this request and the necessary actions to facilitate this transition. Please let me know if you require any additional information or documentation to complete the process.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Contact Number]