

Number Portability Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To,

The Customer Service Department

[Telecom Provider Name]

[Provider Address]

[City, State, Zip Code]

Subject: Request for Number Portability for Temporary Accounts

Dear Sir/Madam,

I am writing to request the portability of my telecom number, [Insert Number], currently registered with your service under account number [Insert Account Number]. I wish to port this number to a temporary account due to [reason for portability].

Please find the details below:

- Current Telecom Number: [Insert Number]
- Account Holder Name: [Your Name]
- Temporary Account Details: [Insert Temporary Account Information]

I kindly request you to process this request at your earliest convenience. If you need any additional information, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]