

# Letter of Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about the process of mobile number portability with [Company Name]. I am interested in understanding the requirements, potential fees, and the expected time frame to complete the porting process.

Additionally, I would like to know if there are any specific conditions or documentation needed to initiate the portability. Your assistance in providing this information would be greatly appreciated as I consider my options.

Thank you for your time and attention. I look forward to your prompt response.

Sincerely,

[Your Name]