

Request for Mobile Number Portability

Date: [Insert Date]

To,

The Customer Service Manager,
[Current Service Provider's Name]
[Service Provider's Address]
[City, State, Zip Code]

Subject: Request for Mobile Number Portability

Dear Sir/Madam,

I am writing to formally request the portability of my mobile phone number, [Your Mobile Number], from your service to [New Service Provider's Name]. My details are as follows:

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

I would like to request that my number be ported to the new provider by [Desired Porting Date]. I understand that there may be some processes involved, and I am willing to comply with any requirements that you may have.

Please confirm the receipt of this request and provide me with any further instructions I may need to follow to complete the porting process.

Thank you for your attention and assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]