

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for LNP Adjustment

I hope this message finds you well. I am writing to formally request an adjustment regarding the Local Number Portability (LNP) associated with my account.

Account Number: [Your Account Number]

Current Phone Number: [Your Phone Number]

Due to [briefly explain the reason for the adjustment request], I kindly ask for your assistance in processing this adjustment.

Please let me know if you require any additional information or documentation to facilitate this request. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]