

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for LNP Amendment

Dear [Recipient Name],

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

Account Information:

- Name: [Your Name]
- Account Number: [Your Account Number]
- Current Phone Number: [Your Current Phone Number]

Amendment Details:

- New Phone Number: [Desired New Phone Number]
- Reason for Amendment: [Brief Explanation]

I kindly ask you to process this amendment at your earliest convenience. Please let me know if you require any further information or documentation to facilitate this request.

Thank you for your attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]