

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Complaint Regarding Local Number Portability (LNP) Issues

I am writing to formally express my concerns regarding the difficulties I have experienced with the Local Number Portability (LNP) process associated with my phone number [Your Phone Number].

On [Date of Request], I initiated a request to port my number from [Current Provider] to [New Provider]. Despite following all provided procedures, my number has not been successfully ported as of today, [Date]. This delay has caused significant inconvenience, as I rely heavily on my phone for both personal and professional communication. I have contacted customer service on multiple occasions, but the responses have been unsatisfactory and have not resolved the issue. [Briefly describe any specific interactions or promises made by the company].

I kindly request your prompt attention to this matter, as I wish to have my number ported without further delay. If additional information is required to expedite the process, please let me know at your earliest convenience.

Thank you for addressing my concerns. I look forward to your swift response and a satisfactory resolution to this issue.

Sincerely,  
[Your Name]