

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Request for LNP Documentation

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to request the necessary documentation for Local Number Portability (LNP) regarding my telephone number [your phone number]. As part of the process to ensure a smooth transition to my new service provider, I kindly ask for your assistance in providing the required information.

Please include all relevant details regarding my account, as well as any forms or processes that must be completed. If there are any specific requirements or fees associated with this request, please inform me at your earliest convenience.

I appreciate your prompt attention to this matter and look forward to your response.

Thank you very much for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]