

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

Dear [Recipient Name],

Subject: Inquiry Regarding Local Number Portability (LNP)

I hope this message finds you well. I am writing to inquire about the Local Number Portability (LNP) process as it pertains to my current phone service.

I would like to know the following:

1. The necessary steps I need to take to initiate the LNP process.
2. Any potential fees associated with porting my number.
3. The expected timeline for the completion of the number porting.
4. Any required documentation I should prepare in advance.

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

Thank you for your attention to my inquiry.

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]