

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

[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company Name]

[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Local Number Portability (LNP)

I hope this message finds you well. I am writing to formally request the porting of my telephone number, [Your Phone Number], from my current service provider, [Current Provider's Name], to [New Provider's Name].

I have attached the necessary documents to facilitate this process, including:

1. A copy of my photo ID
2. A recent bill from my current provider
3. Any additional required documentation

Please let me know if you require any further information or additional forms to expedite this request. I appreciate your assistance in making this transition as smooth as possible.

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

Sincerely,  
[Your Name]