

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

Dear [Recipient Name],

Subject: LNP Reconciliation Process

I hope this message finds you well. I am reaching out to initiate the reconciliation process for Local Number Portability (LNP) records between our organizations. Our goal is to ensure that all data is accurate and up-to-date for a smooth transition of number portability.

To facilitate this reconciliation, I propose the following timeline:

- Review of LNP records: [Start Date] to [End Date]
- Exchange of necessary documentation: [Date]
- Resolution of discrepancies: [Date]

Please let me know your availability for a meeting to discuss any preliminary findings and set a clear path forward. Your cooperation in this matter is invaluable, and I look forward to working together to resolve any inconsistencies.

Best regards,

[Your Name]
[Your Position]
[Your Company]