

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Subject: Termination of Local Number Portability Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the termination of my Local Number Portability (LNP) services associated with my account.

Account Information:

- Account Holder Name: [Your Name]
- Phone Number(s) to be terminated: [List Phone Numbers]
- Account Number: [Account Number]

Please consider this letter as my official notice for the termination of the LNP services effective [desired termination date]. I request confirmation of the termination and any final details regarding my account.

If you require any additional information or have questions regarding this request, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]