

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

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

Subject: Update on Local Number Portability (LNP)

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide an update regarding the Local Number Portability (LNP) process for my phone number, [Your Phone Number].

As of [specific date], my request to transfer my number from [Current Provider] to [New Provider] has been successfully submitted. I expect the transfer to be completed by [Estimated Completion Date].

Please let me know if you require any additional information or documentation to facilitate this process.

Thank you for your attention to this matter.

Sincerely,
[Your Name]