

****NOC Letter Checklist for Mobile Number Portability****

1. ****Header****
 - Company Letterhead
 - Date
2. ****Recipient Information****
 - Name of the Telecom Authority
 - Address of the Telecom Authority
3. ****Subject Line****
 - "No Objection Certificate for Mobile Number Portability"
4. ****Salutation****
 - "Dear [Recipient Name/To Whom It May Concern],"
5. ****Body of the Letter****
 - Introduction
 - State the purpose of the letter.
 - Customer Details
 - Full Name
 - Current Mobile Number
 - Address
 - Account Number
 - Declaration
 - Explicit statement granting No Objection for number portability.
 - Effective Date
 - Date from which the NOC is valid.
 - Any relevant account information or conditions.
6. ****Closing****
 - Thank you note.
 - Invitation for further queries.
7. ****Signature****
 - Signature of the authorized person
 - Name of the authorized person
 - Job Title
 - Company Name
 - Contact Information
8. ****Attachments (if any)****
 - Copy of the customer's ID
 - Account statement or other relevant documents.
9. ****CC (if necessary)****
 - Any other relevant stakeholders.
10. ****Footer****
 - Company contact details
 - Company website (if applicable)