

Corporate Mobile Number Portability Request Letter

Date:

To,

The Nodal Officer

Subject: Request for Mobile Number Portability for Corporate Numbers

Dear Sir/Madam,

This is to request the portability of the following corporate mobile numbers from our existing service provider to your network.

Mobile Number(s):

Account Number / Customer ID:

Name of Corporate / Organization:

Authorized Contact Person:

Reason for Porting (if any):

We hereby confirm that all dues with the existing operator have been cleared and there are no contractual obligations pending. We request your good office to process the porting request at the earliest.

Please find attached necessary documents for your reference.

Thank you.

Yours sincerely,

Name:

Designation:

Company Name:

Company Seal & Signature: