Port away letter/email template to LCP

To whom it may concern.

Please take this email as notice of our intention to port our telephone numbers to a new supplier.

The Telephone numbers involved are:

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We trust you will fully cooperate with the incoming port request and will leave our phone numbers Live and operational until the port completion date to prevent any disruption to our phone service.

It is important that the Phone numbers must remain in a Live state, to successfully transfer away.

Please do not cease any phone numbers or services until after the numbers port.

A request to Port will come in from the new supplier in due course.

We’d like to thank you for the service provided to date and up until our services leave.