

Formal Request for Replacement Key

To: [Landlord/Property Manager's Name]

[Landlord/Property Management Company Name]

[Address]

[City, State, Zip Code]

Date: [Current Date]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request a replacement key for my unit located at [Your Address]. Unfortunately, I have misplaced my original key and am unable to access my apartment.

I kindly ask for your assistance in issuing a replacement key at your earliest convenience. If there are any fees associated with this request, please let me know, and I will ensure that they are covered promptly.

Thank you for your attention to this matter. I appreciate your assistance and understanding.

Sincerely,

[Your Name]

[Your Contact Information]