

Key Replacement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a replacement for my key, which has been damaged and is no longer functional. The details of the key are as follows:

- Key Type: [Specify Key Type]
- Key Number: [Specify Key Number]

I discovered the damage on [Insert Date of Discovery] and have attached a photo for your reference. I understand that there may be a fee associated with the replacement and am willing to cover any necessary costs.

Thank you for your attention to this matter. I look forward to your prompt response and assistance in replacing my key.

Sincerely,

[Your Name]