

Notice of Key Replacement

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. This letter serves as a notification regarding the necessity to replace the keys to your apartment/unit located at [Property Address].

Due to [reason for replacement, e.g., lost keys, security concerns, etc.], we require that you return your current keys and arrange for a replacement. Please schedule a time with us to facilitate this process. We appreciate your cooperation in ensuring the security of the property.

If you have any questions or need additional information, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Management Company/Owner's Name]

[Contact Information]