

Request for New Key

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Landlord's Name or Property Manager's Name]

[Property Management Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Landlord's Name/Property Manager's Name],

I hope this message finds you well. I am writing to formally request a new key for my apartment/unit located at [Your Apartment/Unit Number].

Unfortunately, I have [briefly explain the reason, e.g., lost my key, it was stolen, etc.], and I need to ensure my access to the property. I kindly ask for your assistance in providing a replacement key at your earliest convenience.

Thank you for your attention to this matter. Please let me know if there are any forms or fees required to process this request. I am looking forward to your prompt response.

Sincerely,

[Your Name]