

# Request for Duplicate Key Issuance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request the issuance of a duplicate key for my rental unit located at [Your Rental Address].

Unfortunately, I have misplaced the original key and am unable to access my unit at this time. I assure you that I have taken all necessary steps to locate it and will take care to safeguard the duplicate key.

Please let me know the procedure for obtaining the duplicate key and if there are any associated costs. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]