

Request for Replacement Key

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[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 a replacement key for my apartment/unit located at [Apartment/Unit Address]. Unfortunately, I have [briefly explain the reason, e.g., lost my key, damaged key, etc.].

Given the situation, I would greatly appreciate it if you could provide me with a replacement key at your earliest convenience. I understand there may be a fee associated with this service, and I am willing to cover any necessary costs.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]