

Lock Replacement Request

Date: [Insert Date]

To: [Landlord's Name]

Address: [Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request the replacement of the lock on my apartment door at [Your Apartment Address]. I have been experiencing ongoing access issues due to a malfunctioning lock, which has made it difficult for me to enter my residence efficiently.

Given the importance of security and ease of access, I kindly ask that you address this issue as soon as possible. Please let me know a suitable time for a maintenance visit to replace the lock, or if there are any steps I need to take on my end.

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

Sincerely,

[Your Name]

[Your Contact Information]