

# Lock Replacement Request

Date: [Insert Date]

To: [Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request a lock replacement for the apartment located at [Apartment Address], as we are changing roommates.

As of [Date of Roommate Change], [Incoming Roommate's Name] will be moving in, and we believe it is essential to replace the existing locks to ensure everyone's security and peace of mind.

Please let us know a convenient time for you to carry out the lock replacement, or if you would prefer to provide us with a new key instead.

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]