

Lock Replacement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To,

[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 replacement of the lock on my apartment door as I have unfortunately lost my keys.

Details of the apartment are as follows:

- Apartment Number: [Your Apartment Number]
- Building/Complex Name: [Building/Complex Name]

I understand the importance of security and would greatly appreciate your assistance in arranging for a lock replacement at your earliest convenience. Please let me know if there are any forms to fill out or next steps I need to take.

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

Sincerely,

[Your Name]