

Key Duplication Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

I, [Your Full Name], am the tenant of apartment [Apartment Number] located at [Apartment Address]. I am writing this letter to authorize the duplication of my apartment keys.

The individual authorized to obtain the duplicate key is:

Name: [Authorized Person's Full Name]

Relationship: [Relationship to Tenant]

Contact Number: [Authorized Person's Contact Number]

This authorization is valid until [Expiration Date]. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Full Name]

[Your Contact Information]