

Apartment Key Replacement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Landlord/Property Manager's Name]

[Property Management Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request a replacement key for my apartment ([Apartment Number or Address]). Unfortunately, I have misplaced my key and am currently unable to access my apartment.

I understand that there may be a process for key replacement, and I am willing to comply with any necessary procedures required. Please let me know if there are any forms to fill out or fees that I need to be aware of.

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

Sincerely,

[Your Name]