

# Key Replacement Procedure

Dear [Tenant's Name],

We hope this message finds you well. This letter serves to inform you about the procedure for replacing keys in our rental property.

## Key Replacement Process

1. Notify the property manager about the lost key as soon as possible.
2. Fill out the Key Replacement Form, which can be obtained from the property office or downloaded from our website.
3. Submit the completed form along with a valid identification proof to the property management office.
4. A fee of [insert fee amount] will be charged for the key replacement. This fee must be paid at the time of submission.
5. You will receive your replacement key within [insert time frame] after the request is processed.

If you have any questions or need further assistance, please do not hesitate to contact us at [insert contact information].

Thank you for your cooperation.

Best regards,  
[Your Name]  
[Your Title]  
[Property Management Company]