

Key Replacement Inquiry Response

Dear [Tenant's Name],

Thank you for your inquiry regarding the replacement of your apartment key for [Apartment Number]. We understand that losing a key can be inconvenient, and we are here to assist you.

To proceed with the key replacement, please visit the office during our business hours or contact us to schedule a convenient time. There is a replacement fee of [amount] that will be charged to your account.

If you have any further questions or need additional assistance, feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Landlord/Property Management Company Name]

[Contact Information]