

Lost Key Notification

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you that we have received a notification regarding a lost key for your apartment/unit [insert unit number or address].

Please be aware that it is important to address this issue promptly to ensure the security of your home. We recommend that you either search for the lost key or, if necessary, request a replacement key.

If you would like to proceed with a replacement, please contact our office at your earliest convenience to arrange for a new key.

Thank you for your attention to this matter. Should you have any questions or need further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]

[Contact Information]