

# Permission for Key Replacement

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

This letter is to formally grant you permission to replace the keys to your rental unit located at [Property Address]. We understand that you require a new key due to [reason for replacement, e.g., loss, malfunction, etc.].

Please ensure that the replacement key is provided to the management office upon receipt. We maintain the protocol of having a copy of all keys for security purposes.

If you have any questions or require further assistance, feel free to reach out at [Management Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Property Management Name]

[Contact Information]