

Request for Spare Apartment Key

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to request a spare key for my apartment located at [Your Apartment Address].

Due to [reason for requesting a spare key, e.g., forgetfulness, family visiting, etc.], I believe having a spare key would help me avoid any inconveniences in the future.

If possible, could you please provide me with a spare key at your earliest convenience?

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

Sincerely,

[Your Name]

[Your Contact Information]