

Urgent Key Replacement Request

Date: [Insert Date]

To: [Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to urgently request a replacement key for my unit at [Tenant's Address]. Unfortunately, I have misplaced my key and am unable to access my apartment.

Given the situation, I would greatly appreciate it if a new key could be provided at your earliest convenience. If possible, please let me know a suitable time for me to pick it up or if you would prefer to arrange a time for you to deliver it.

Thank you very much for your understanding and prompt attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]