

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 formally request a replacement key for my unit at [Your Address], as my current key has malfunctioned and is no longer functioning properly.

The issue with the key began on [Insert Date of Malfunction], and despite my efforts to address it, I have been unable to unlock the door. I understand the importance of security and timely access to my unit, and I kindly ask for your assistance in providing a new 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]

[Your Unit Number]