

Key Replacement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Landlord/Property Manager's Name]

[Property Management Company]

[Company Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request a replacement key for my unit [Your Apartment Number]. Unfortunately, the key has broken and is no longer usable.

Could you please let me know the process for obtaining a replacement key? I understand that there may be a fee involved and am willing to comply with any necessary steps to ensure this matter is resolved quickly.

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

Sincerely,

[Your Name]