

Key Replacement Request

Date: [Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 formally request a replacement key for my rental unit located at [Your Rental Address]. Recent modifications to the locks necessitate the issuance of new keys for the tenants.

For security reasons, I believe it is essential that all tenants have the updated keys. I kindly ask for your prompt attention to this matter, as it directly affects my ability to access my home comfortably.

Please let me know when I might be able to pick up the new key or if any further information is required from my side.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]