

Request for Key Replacement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Landlord/Property Manager's Name]

[Property Management Company Name]

[Property Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I am writing to formally request a replacement key for my rental property located at [Your Rental Address]. Unfortunately, I have lost my original key and am unable to access my home.

To ensure the safety and security of the property, I would greatly appreciate your assistance in providing a replacement key at your earliest convenience. Please let me know if there are any fees associated with this replacement and if I need to schedule a time for pick up.

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

Sincerely,

[Your Name]