

Key Replacement Request

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, ZIP Code]

Dear [Landlord's Name],

I am writing to formally request a replacement key for my rental unit located at [Your Apartment Address]. Unfortunately, I recently experienced a theft where my personal belongings, including my set of keys, were stolen.

To ensure the security of my home, I kindly ask that you assist me in getting a new key at your earliest convenience. I understand there may be a fee associated with the replacement, and I am prepared to cover that cost.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this further.

Sincerely,
[Your Name]