

# **Rental Application for Key Replacement Request**

Date: [Insert Date]

To: [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 key replacement for our apartment located at [Apartment Address].

Due to a recent change in our living situation, we would like to add a new roommate, [Roommate's Full Name], to our lease. As a result, we will need an additional key for them to access the apartment.

We understand there may be associated costs with the issuance of a new key, and we are prepared to cover any fees incurred. Please let us know the necessary steps to facilitate this process.

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

Sincerely,

[Your Full Name]

[Your Contact Information]

[Apartment Number]