

Key Replacement Request

Date: [Insert Date]

To,

[Landlord/Property Manager's Name]
[Property Management Company Name]
[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 for my rental key. Unfortunately, I have misplaced my current key and am in need of a spare to ensure my continued access to the property located at [Your Address].

I understand the importance of security and will ensure the old key is reported as lost. Please let me know the necessary steps to obtain a replacement key, including any associated fees or procedures I need to follow.

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

Sincerely,

[Your Name]
[Your Phone Number]
[Your Email Address]