Request for Key Replacement

Date: [Insert 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 letter finds you well. I am writing to formally request a temporary key replacement for my apartment located at [Apartment Address]. Unfortunately, I have misplaced my original key and require access to my unit.

As I understand the need for security and proper protocol, I would appreciate your assistance in providing a temporary key replacement at your earliest convenience. This will allow me to continue with my daily activities without disruption.

Please let me know the process to obtain the temporary key and if there are any fees associated with this service.

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

Sincerely,

[Your Name]