

Key Replacement Notification

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you that due to a recent lock change at your residence at [Property Address], there has been a need to provide you with a replacement set of keys.

Please pick up your new keys from our office at [Office Address] during regular office hours, or let us know if you require them to be delivered to your residence.

We appreciate your understanding and cooperation in this matter. Should you have any questions or concerns, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]