

# Key Replacement Request

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request a replacement key for my apartment, [Apartment Number/Address], following the recent move-out of my roommate, [Roommate's Name], on [Move-Out Date].

As a precautionary measure for the security of my living space, I would like to ensure that all keys held by the former roommate are deactivated and replaced. Please let me know the process for obtaining a new key and any associated fees.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Date of Request]