

Property Key Replacement Request

Date: [Insert Date]

To: [Property Manager's Name]

[Property Management Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Property Manager's Name],

I hope this message finds you well. I am writing to formally request a replacement for the keys to my property located at [Property Address]. Unfortunately, the original keys have been damaged due to [briefly explain how the keys were damaged, e.g., wear and tear, accidental breakage].

Due to this situation, I kindly ask for your assistance in issuing a replacement set of keys at your earliest convenience. Please let me know if there are any fees or procedures that I need to comply with for this process.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Apartment or Property Number]