

Property Key Replacement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Property Manager's Name]

[Property Management Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Property Manager's Name],

I am writing to formally request a replacement for my property keys due to theft. Unfortunately, I discovered that my keys were stolen on [Insert Date of Theft]. I have taken the appropriate steps to report this theft to the authorities.

Please let me know how to proceed with this request, and feel free to reach me at [Your Phone Number] or [Your Email Address]. Thank you for your attention to this matter.

Sincerely,

[Your Name]