

# Property Key Replacement Request

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

[Landlord/Property Management Company Name]

[Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request a replacement key for my property located at [Insert Address] due to an emergency situation. Unfortunately, I have [briefly explain the situation, e.g., "lost my key" or "accidentally locked myself out"] and require immediate access to the premises.

I kindly ask for your assistance in replacing the key at your earliest convenience. Please let me know if there are any specific procedures or fees involved in processing this request.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Apartment/Unit Number]