

# Property Key Replacement Request

Date: [Insert Date]

To: [Property Manager's Name]

[Property Management Company Name]

[Property Address]

Dear [Property Manager's Name],

I am writing to formally request a replacement for my lost keys to the property located at [Your Address]. Unfortunately, I misplaced the keys on [date of loss], and despite my efforts, I have been unable to locate them.

As a resident, I understand the importance of security and take full responsibility for the lost keys. I would appreciate your assistance in issuing a replacement set at your earliest convenience. Please let me know if there are any fees associated with the key replacement process.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Signature (if sending a hard copy)]