

# Key Replacement Confirmation

Date: [Insert Date]

Dear [Tenant's Name],

We are pleased to welcome you to your new home at [Property Address]. As part of the move-in process, we have replaced the keys for your unit.

You are hereby issued [insert number] sets of keys for your apartment. Please ensure to keep them in a safe location. If you lose any of the keys, please notify us immediately for a replacement.

Should you have any questions or require assistance during your stay, please do not hesitate to contact us.

Thank you for choosing [Property Management/Owner Name]. We hope you enjoy your new home!

Sincerely,

[Your Name]

[Your Position]

[Property Management/Owner Name]

[Contact Information]