

Key Replacement Request

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally request the replacement of the keys for my office space located at [Office Address]. Unfortunately, I have lost my original set of keys, which has hindered my ability to access the premises.

Details of the lost keys are as follows:

- Office Number: [Your Office Number]
- Key Type: [e.g., Master Key, Office Key]

I understand the importance of security and assure you that I will take the necessary steps to prevent this from happening again. I would appreciate it if you could process this request at your earliest convenience so that I can regain access to my office space.

Thank you for your attention to this matter. If you require any additional information or verification, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]