

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord/Property Manager's Name]

[Property Management Company]

[Company Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to request a replacement for my property key due to a maintenance issue that has arisen. Unfortunately, [briefly describe the issue, e.g., "the key has become damaged and is no longer functioning properly"].

As a result, I am unable to access my unit effectively, and I would appreciate your prompt attention to this matter. Please let me know how to proceed with obtaining a replacement key at your earliest convenience.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]