

Key Replacement Notice

Dear [Guest's Name],

We hope you are enjoying your stay at [Property Name]. We want to inform you that your key has been reported lost/misplaced. To ensure your safety and the security of the property, we will need to replace the key.

The cost for the replacement key is [Cost Amount]. Please confirm your acknowledgment of this cost, and we will arrange to provide you with a new key as soon as possible.

Thank you for your understanding and cooperation.

Best regards,
[Your Name]
[Your Contact Information]
[Property Management Company]