

Letter of Acceptance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the acceptance of your request regarding the replacement fees for the lost key.

After reviewing the circumstances, we have agreed to the replacement cost of [Insert Amount]. Please proceed with the payment at your earliest convenience.

Thank you for your prompt attention to this matter. If you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]