

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

## **Subject: Acknowledgment of Lost Key Fee**

Dear [Recipient Name],

This letter is to acknowledge the lost key fee incurred due to the loss of the key for [specify the item or location]. As per the company policy, a fee of [insert fee amount] will be charged to cover the replacement costs.

We understand that accidents happen, and we appreciate your cooperation in resolving this matter. The fee will be deducted from your security deposit or billed separately as per your agreement.

If you have any questions or concerns regarding this fee, please feel free to contact me at [phone number] or [email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]