

# Appeal for Lost Key Replacement Charge

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal the charge for the replacement of a lost key that was billed to my account on [insert date]. I understand the importance of maintaining the security of the property; however, I believe that the circumstances leading to the loss warrant reconsideration of this charge.

On [insert date of incident], I misplaced the key during a [briefly explain the situation, e.g., "move-out process" or "event"]. Despite my best efforts to locate it, I was unable to find the key. I acknowledge my responsibility for the key, but I would like to request that you consider waiving the replacement fee due to [briefly mention any reasons, e.g., "my history of responsible tenancy", "the timing of the incident", etc.].

I appreciate your understanding and look forward to your favorable response. Please do not hesitate to contact me at [your phone number] or [your email address] if you need any further information.

Thank you for your time and consideration.

Sincerely,  
[Your Name]