

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the fee associated with the replacement of a lost key for [specify the property or location, e.g., apartment, office, etc.].

Unfortunately, I misplaced my key on [insert date], and would like to understand the process and any associated costs for obtaining a replacement. Additionally, if there are any forms or procedures I need to follow, please let me know.

Thank you for your assistance, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]