

Key Replacement Charge Clarification

Date: [Insert Date]

From: [Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

To: [Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to seek clarification regarding the charge for the replacement of a lost key associated with my account/lease, [Account/Lease Number]. I was informed that a fee of [Amount] would be charged for this replacement, and I would like to understand the breakdown of this charge and the policies surrounding it.

Could you please provide detailed information regarding:

- The reason for this specific charge
- Any additional fees that may apply
- The process for key replacement

I appreciate your prompt attention to this matter and look forward to your response.

Thank you.

Sincerely,
[Your Name]