

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Property Manager Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an invoice for the replacement of my lost key. Details are as follows:

Property Address: [Insert Property Address]

Lost Key Description: [Describe the key, e.g., apartment key, mailbox key, etc.]

Date of Loss: [Insert Date of Loss]

Please send me the invoice at your earliest convenience so that I can proceed with the payment for the replacement.

Thank you for your assistance.

Sincerely,

[Your Name]