

# Notification of Lost Key Replacement Fee

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you that a key associated with your [property/unit/office] has been reported as lost. As per our policy, a replacement fee of [insert amount] will be charged to cover the cost of replacing the key.

Please ensure that the payment is made by [insert due date] to avoid any further issues. You can process the payment at our office or via [insert payment method].

If you have any questions or believe this notification is in error, please do not hesitate to contact us at [insert phone number] or [insert email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]