

Request for Retrieval of Lost Keys

To whom it may concern,

I am writing to request the retrieval of a set of keys that I believe I lost on [mention date] at [mention location]. The keys are attached to a [describe keychain or any unique identifiers].

If found, I would greatly appreciate it if you could contact me at [your phone number] or [your email address].

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]