23 December 2021

<Tenant Name>

<Address Line 1>

<Address Line 2>

Dear <Salutation>

**KEYS REQUIRED FOR <PROPERTY ADDRESS>**

It has been noted during a recent key audit or property inspection that our agency does not have a complete set of keys for the property you lease. We will appreciate your assistance as outlined below to ensure our agency holds a full key set for the property.

**KEYS TO BE CUT AT AGENCY COST**

* 1 x full set of keys for the property
* Key/s only as detailed below:
  + <details of keys to be cut>

**OPTIONS FOR KEY CUTTING AND COST REIMBURSEMENT**

The option selected is available to you.

* It would be appreciated if you could arrange for the key/s noted above to be cut for the property. Please bring the cut key/s with the receipt for cost of cutting the key/s to our office for reimbursement.
* We have set up an agency account at <store name> and it would be appreciated if you would visit the store and have the key/s noted above to be cut for the property. Please remember to take some form of photo identification with your current address to verify your tenancy to the store staff member for security purposes. Please bring the cut key/s to our office.

Thank you for your co-operation and prompt assistance to our request. If you would like to discuss any aspect of this letter please do not hesitate to contact me.

Kind regards  
**<AGENCY NAME>**

**<YOUR NAME>**

**<Position Name>**