

«today»

«head_of_household»
«address_line1»
«address_line2»
«address_line3»
«city», «state» «zip»

Dear «head_of_household»:

It has come to our attention that you may have, or know who has, unauthorized master keys to «community». As you know, security is one of our highest priorities. For this reason, if you are in possession of, or know someone who is in possession of, a master key, we are requiring that you return all keys to the property, other than those for your apartment, to «mgmt_company». If you do not have, or know of anyone else who has, master keys or keys that access areas of the property other than your apartment, please sign in the space provided below and return to «mgmt_company» in the enclosed envelope, so that we can resolve this serious matter.

If you have any questions, please call your rental agent.

Sincerely,

«mgmt_company»

Enclosure

I certify that I am not in possession of, or know of anyone who has, any master key or other keys, which may access areas of the property other than their own apartment.

«head_of_household»