*Your name*

*Your address*

*Contact details*

*Tenant name*

*Tenant address*

Date

Dear

Re: *Tenant address*

I am writing to because it has come to my notice that during a recent visit to the above-mentioned property, it appeared that the locks have been changed.

It is important to the property security that I make sure that the home is secure and I must therefore ask you to contact me immediately to confirm if the locks have been changed and the reason the work took place.

I will also need to obtain a spare set of keys from yoy as soon as possible

Your cooperation is appreciated.

Yours sincerely

Landlord: *your name*

Address for Service: *your address*

Your address must be in England or Wales