

Subject: Request: Spare Key and Property Documents for [Property Address]

Dear [Recipient Name],

I am writing to request that you prepare a spare set of keys and the necessary property documents for [Property Address].

Please ensure that the following items are ready for collection by [Date/Time]:

- Complete set of spare keys (including gate, mail, and common areas).
- Original or certified copies of title deeds.
- Recent utility bills and tax receipts.
- Safety certificates (Gas, Electricity, or EPC if applicable).
- Manuals for appliances and security systems.

Having these items ready in advance will help ensure a smooth transition and avoid any delays in the [Sale/Rental/Management] process.

Please let me know once these are available or if you have any questions regarding this request.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]