



XYZ Radio Towers

555 Radio Road TA 5000

Ph. 08 5555455

***RED = REQUIRED INFORMATION**

***Current date**

20th May 2020

***Addressed to us**

To,

Adelaide Locksmiths
150 Hutt Street Adelaide 5000 SA
Attention: The Manager

Dear Sir/Madam,

Could you please provide the following keys for our restricted master key system;

***Key quantity and identification**

- 1 x GMK key
- 2 x A keys
- 16 x 1.1 keys

***System registration number – usually alphanumeric and found on all keys**

Our system registration number is **BDV6006**.

***Collection Details**

Please ring me when they are ready and I will have my Secretary collect the keys. Her name is Jane Smith and she will have the appropriate identification.

Please do not hesitate to contact me on the above telephone number.

Regards,

***Correct Signature**



John Smith
Managing Director