

**Mr Philip Banks**

508 Saint Cloud Road

Southwalk

London

SE1 0SW

**Leasehold & Right To Buy Service**

Hackney Council

Hackney Service Street

1 Hillman Street

London

E8 1DY

020 8326 2299

service.charges@hackney.gov.uk

Date: 19 February 2019

**Your reference number:**

1234567890

Dear Philip,

**Leaseholder of the property:**

1 Hillman St, London, E8 1DY

Our records show that you still have the outstanding amount on your rent & service charge account:

**£350690**

**It is important that your accounts are kept up to date as non-payment of your service charge is a breach of your lease agreement with Hackney Council.**

## **What if I cannot pay off all my debt at the moment?**

If you are unable to settle your account in full and would like to discuss your arrears or to arrange an instalment plan, please contact our Leasehold Services team on 020 8356 2299. Government assistance maybe available towards payment of your service charges if you qualify.

## **What if I current experiencing financial difficulties?**

If you are experiencing financial difficulties, please contact your local Citizen Advice Bureau or contact us to discuss any assistance we may be able to offer.

Please find enclosed further information on methods of payment.

If you have already made a payment or entered into an arrangement to pay the balance, please disregard this letter.

We look forward to receiving your payment within 14 days from the date of this letter.

Yours sincerely,  
Service Charge Team