



## Former Tenancy

**From** Tom Crabb <Tom.Crabb@flagship-group.co.uk>  
**Date** Tue 22/08/2023 13:18  
**To** mjburdette-deakin@hotmail.co.uk <mjburdette-deakin@hotmail.co.uk>

1 attachment (24 KB)  
00082886\_01\_Statement.pdf;

Dear Mr Burdette Deakin,

**Re: 22 SHRUB HOUSE CLOSE, BECK ROW, BURY ST EDMUNDS, IP28 8AN (Ten Ref: 00082886/01)**

**Outstanding balance £221.71**

I write regarding your former tenancy at 22 Shrub House Close.

Our records indicate that there is a balance of £221.71 outstanding. This is contrary to your tenancy agreement and therefore requires repayment. Please see a rent statement attached confirming how this balance has accrued.

Payment can be made in a one off payment, or alternatively Flagship are happy to agree to a payment plan to clear this balance. This is usually by way of a monthly direct debit. If this would be of interest to you, I would be grateful if you could please confirm your proposed monthly payment. If at any time you wished to increase this sum, or make additional payments to clear the balance, this can be done.

Payment can be made by calling Samphire on 0808 169 9301. You will need your tenancy reference number, which is **00082886/01**. Alternatively payment can be made online by visiting our website at <https://www.samphire-homes.co.uk/tenant-hub/your-rent/> and following the instructions. If you are unable to make a full payment, please respond to this email or call Flagship on 0808 168 4555 or Samphire on 0808 169 9301 to discuss setting up a payment plan.

I look forward to your payment or to hearing from you regarding a payment plan.

Yours Sincerely,

Tom Crabb

Flagship Legal Department



**Tom Crabb** Legal Intern

📍 Flagship Group, 31 King Street, Norwich, NR1 1PD

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## Solving the housing crisis in the East of England

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