

[Company Name]
[Billing Department]
[Address Line 1]
[City, State, Zip Code]

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Confirmation of Flexible Income Repayment Plan

Dear [Customer Name],

This letter serves as official confirmation that your request for a Flexible Income Repayment Plan has been approved for account number: [Account Number].

Based on your reported income of [Income Amount] per [Frequency], your new repayment terms are as follows:

- **Monthly Payment Amount:** [Payment Amount]
- **Effective Start Date:** [Start Date]
- **Next Payment Due Date:** [Due Date]
- **Review Frequency:** [e.g., Every 6 months]

Under this flexible plan, your payment amount is calculated as [Percentage]% of your discretionary income. Please note that you are required to notify us within [Number] days if there is a significant change in your income levels so that we may adjust your plan accordingly.

Please ensure that your payments are made by the due date each month to remain in good standing. You can manage your payments and update your financial information through our online portal at [Website URL].

If you have any questions regarding this arrangement, please contact our support team at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]
[Title]
[Company Name]