

[Date]

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

Subject: Approval of Payment Arrangement for Fluctuating Income

Dear [Customer Name],

We are writing to confirm that your request for a flexible payment arrangement has been approved. We understand that your income fluctuates, and we have adjusted your payment schedule to accommodate your financial situation.

Arrangement Details:

- **Account Number:** [Account Number]
- **Total Balance Due:** [Amount]
- **Minimum Monthly Payment:** [Amount]
- **Variable Payment Date:** [e.g., Between the 1st and 5th of each month]

Terms and Conditions:

1. You agree to pay at least the minimum monthly payment listed above.
2. If your income increases in a given month, you may make additional payments toward your balance without penalty.
3. Please notify us immediately if you experience a significant change in your financial circumstances that may prevent you from meeting this minimum requirement.

Please sign and return a copy of this letter by [Deadline Date] to formalize this agreement. If you have any questions, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Representative Name]
[Company Name]
[Department Name]

Acknowledgment:

I, [Customer Name], accept the terms of this payment arrangement.

Signature: _____ Date: _____