

[Your Name/Company Name]
[Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: Confirmation of Periodic Income Debt Resolution Plan

Dear [Recipient Name],

This letter serves as formal confirmation that we have reached an agreement regarding the resolution of your outstanding debt, identified by Account Number: [Account Number].

Based on your documented periodic income, we have approved the following repayment schedule:

- **Total Settlement Amount:** \$[Amount]
- **Payment Frequency:** [e.g., Monthly/Bi-Weekly]
- **Installment Amount:** \$[Amount]
- **Start Date:** [Date]
- **Number of Payments:** [Number]

Payments should be made via [Payment Method]. Please ensure each payment is received by the [Day] of each [Month/Period].

Upon successful completion of all scheduled payments, the aforementioned debt will be considered settled in full, and a final release letter will be issued to you. Failure to make payments as agreed may result in the voiding of this resolution plan.

If you have any questions regarding this arrangement, please contact our office at [Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]