

(On Property's Letterhead)

Transition Request

June 20, 2020 (Today's Date)

To Our Global Distribution System Partners:

Please be advised that effective August 1, 2020 the property name will no longer be represented by the current company and 2 letter chain code. This property will now be represented by new company and 2 letter chain code.

Due to the nature of this highly impactful switch, the current and new representation have agreed to work together during the transition of this property. Therefore requesting a Transition Request for this property. We (the current company) have agreed to close inventory and not accept bookings after July 31, 2020. The new company will allow bookings beginning August 1, 2020, no earlier. We both understand that no GDS history, availability or rates will remain for this property as a result of this request.

The hotel is located at:

Property Name
Street Address
City, State, Zip Code, Country

The current property codes and GDS systems in which this request is to occur are:

Amadeus
Apollo
Sabre
Worldspan

Sincerely,

Printed Name
General Manager
Phone Number
Fax Number
E-Mail Address

cc: New company name and name and/or title (i.e., GDS Manager)