

Your Hotel letter head

Mr. Luis E. Barberi
President
ReservHOTEL/TravAmerica
4505 Peachtree Lakes Drive
Duluth, Georgia 30096

Dear Mr. Barberi:

Effective (date mm/dd/yy) , the (hotel name) will no longer be affiliated with (old representation service). ReservHotel, Inc., a division of TravAmerica, Inc., will now represent us in the following Global Distribution Systems:

Sabre
Galileo/Apollo
Amadeus
Worldspan

Sincerely,

(Hotel's authorizer's name & title)

cc:

(contact name for old chain), (his/her title), (old representation company name)