

## Transferring Viking River and Ocean Cruise Bookings

**(must transfer within 60 days of making initial booking and cannot be paid in full or have final documents issued)**

To transfer a Viking booking email a letter on **YOUR agency letterhead** to:  
[vcmail@vikingcruises.com](mailto:vcmail@vikingcruises.com)

On the letter include the following information:

1. Booking agent name, phone and email (if it is the same as the original information you can indicate as such)
2. Booking numbers and client names
3. On the letter request release for current agency to new agency
4. Include agency name, ARC/IATA, TRUE or CLIA #
5. Letter must be signed by agency manager requesting the transfer