

## Transferring Crystal Cruise Bookings

(must transfer within 30 days of making initial booking and cannot be paid in full)

To transfer a Crystal Cruise booking email a letter on **YOUR agency letterhead** to Lynne Chomicz : [lchomicz@crystalcruises.com](mailto:lchomicz@crystalcruises.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 (TCH)
4. Include Travel Center Hosts name, CLIA # and phone #
5. Letter must be signed by agency manager requesting the transfer