

Transferring Windstar Cruises Bookings

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

To transfer a Windstar Cruise booking, email a letter on YOUR agency letterhead to Windstar Sales at **windstar_sales@windstarcruises.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 (Travel Center Hosts)
4. Include Travel Center Hosts name, CLIA # and phone #
5. Letter must be signed by the agency manager requesting the transfer

NOTE: If it is a Direct Booking to Agency Transfer, the letter must also be signed by the travelers, confirming they want the agency to take over the booking.