

(GTD)

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Dear

As always, it was a pleasure speaking with you recently.

Due to the fact that \_\_\_\_\_group name\_\_\_\_\_ will not have a rooming list to Kingston Plantation by the contracted cut-off date of \_\_\_\_\_date\_\_\_\_\_, \_\_\_\_\_group\_\_\_\_\_ agrees to guarantee payment of total room and tax on their block of \_\_\_\_\_# of rooms \_\_\_\_\_ rooms for \_\_\_\_\_number of nights\_\_\_ at \$\_\_\_\_daily rate\_\_\_\_\_ per room, per night, regardless of actual number of rooms occupied.

\_\_\_\_name\_\_\_\_, please understand that all previously agreed to terms and conditions of the original contract \_\_\_\_\_ and the most recent addendum dated \_\_\_\_\_, will remain in place, including the attrition clause.

If you are in agreement, please sign and return to me, in lieu of your rooming list, by \_\_\_\_\_cut-off date\_\_\_\_\_.

Kindest regards,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Meeting Planners Name

Date

\_\_\_\_\_