

Casterbridge Tours - Notification of Substitution

Group Name _____ Group Leader _____

Formal Request for a Substitution: Date of Request _____

I can confirm that the following individual will be substituting for _____ who recently canceled from our upcoming tour.

The name of the new tour participant is _____

Gender: Male / Female **Travel Insurance:** Yes / No *(please circle the relevant options)*

Age Category - Student (under 19) / Adult / Senior (over 60) *(please circle the relevant option)*

I am attaching the Casterbridge Personal Profile Form for this new participant.

I can confirm that the following individual will be substituting for _____ who recently canceled from our upcoming tour.

The name of the new tour participant is _____

Gender: Male / Female **Travel Insurance:** Yes / No *(please circle the relevant options)*

Age Category - Student (under 19) / Adult / Senior (over 60) *(please circle the relevant option)*

I am attaching the Casterbridge Personal Profile Form for this new participant.

I can confirm that the following individual will be substituting for _____ who recently canceled from our upcoming tour.

The name of the new tour participant is _____

Gender: Male / Female **Travel Insurance:** Yes / No *(please circle the relevant options)*

Age Category - Student (under 19) / Adult / Senior (over 60) *(please circle the relevant option)*

I am attaching the Casterbridge Personal Profile Form for this new participant.

N.B. Travel insurance cannot be transferred to new participants from those who have canceled.

Please sign below and fax this form to the following number 011 44 1935 815815

Signature of Group Leader _____

Casterbridge Acknowledgement and Status:

I can advise that the situation is now formally under review and we will revert back to you at our earliest possible convenience.

Signature of Staff Member _____ Date _____

I can now advise you that we have received your notice of a substitution and have amended the file and tour details accordingly. We will be forwarding you further confirmations in due course.

Signature of Staff Member _____ Date _____