

Insert Hotel Letter Head

To whom it may concern:

This is to inform you that _____ has made the following changes which could impact our financial dealings with the NIH.

Check all that apply and provide the requested information:

_____ Our **Legal Business Name (LBN)** has changed from _____ to _____

_____ Our **Tax Identification Number (TIN)** has changed from _____ to _____

_____ Our **UEI Number** has changed from _____ to _____

Check ONLY one:

_____ This was only a TIN change. Our LBN _____ will remain the same.

_____ This was only a LBN change. Our TIN _____ will remain the same.

_____ This was both a LBN and TIN change.

Please merge any and all open orders to the new information provided above.

Sincerely,

Signature of authorized hotel representative

Name/Title/Date

Hotel Info.

Attachment: Updated W-9;

Articles of Inc (if applicable);

Novation Agreement (if applicable)