



August 25, 2025

Dear Valued Supplier,

Highgate Hotels continuously strives to bring forth the latest technology to support a strong and efficient business environment for our properties and their suppliers. We are investing in systems and infrastructure that not only increases connectivity, but also supports sustainability initiatives, including a paperless environment.

As part of those efforts, we have actively automated and streamlined our accounts payable operations to support our green initiative goals. As previously communicated, the next step is the exciting rollout of our new virtual card program for supplier payments. We have partnered with Finexio, a payment processor and experts in commercial payment execution, to facilitate this initiative.

The benefits of the Finexio Program include:

- **Faster Settlement:** Virtual cards are issued quickly, delivered to an email address on the same day, and typically settle without delay, resulting in quicker access to your funds and thus lower DSO. These payments are ideal for companies who have remote associates.
- **Easier Reconciliation:** Each payment includes detailed remittance advice tying back to specific invoices or work orders, resulting in less time reconciling or applying payments.
- **Reduced Costs:** Accepting virtual cards allows you to eliminate bank fees and reduces labor costs associated with depositing paper checks: as a result, the AP/AR process is streamlined.
- **Improved Security:** Virtual cards are single-use cards which carry a number of enhanced security features, ensuring they may only be processed by the appropriate payee: as a result, payments are more predictable and secure.

**What We Need from You:**

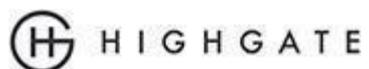
A Finexio representative will contact you shortly to confirm your remittance email address.

We are excited about this initiative and want to thank you in advance for your cooperation. We look forward to continued success in our partnership.

Sincerely,

A handwritten signature in black ink, appearing to read 'Keith Davis'.

**Senior Director of Supplier Management and Optimization**  
Highgate Hotels



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Dear Valued Vendor,

Please be advised that Highgate Hotels has entered into an agreement with Finexio to assist us in managing our vendor invoices and facilitating payments to our vendors.

As such, Highgate Hotels hereby authorizes you to share our invoices and account information on file with you with Finexio employees and representatives to affect this purpose.

Thank you for your cooperation.

Sincerely,

**Senior Director of Supplier Management and Optimization**  
Highgate Hotels