

[TO BE PLACED ON COMPANY LETTERHEAD]

PLEASE NOTE:

1. Review (and revise if need be) the project information and dates
2. Execute and return a PDF copy of the signed letter to our attention with current date
3. Provide copies of the Building Permit Cards for the unit (if there were any)

[Current Date]

Peter Frith  
Vice President, Construction Services, Canadian Office Division  
Brookfield Property Partners  
181 Bay St, Suite 700, Toronto, ON, M5J 2T3

Dear Mr. Frith:

**RE: Renovation at Exchange Tower Development in Toronto**  
**Roll #19 04 063 020 023 00 – 130 King Street West**  
**Roll #19 04 063 020 004 00 – 109 Adelaide Street West**

Please accept this letter as confirmation of the renovation for the units listed below:

Unit #	Description	Area (Sq.ft.)	From (dd-mm-yy)	To (dd-mm-yy)
0000	th Flr Office	0	dd-mm-yy	dd-mm-yy

Should you require further information regarding this matter, please do not hesitate to contact the undersigned.

Yours truly,

SIGNATURE:

NAME:

TITLE:

COMPANY NAME:

PHONE #:

E-MAIL: