Date

Ana Francisco

Assistant Manager, Revenue Services

411 Dunsmuir Street

Nanaimo, BC V9R 5J6

Dear Mrs. Francisco,

Re: Permissive Tax Exemption – Property Address

I am writing to inform you that Registered Owner has entered into a Lease Agreement with Organization Name for the term of Lease Term. The organization occupies % occupied by organization of the property defined below:

Folio:

Lot, Section, Land District, Plan

PID

It is my understanding that Organization Name has applied for property tax relief through the Permissive Tax Exemption program with the City of Nanaimo. In the event that the above-mentioned organization is granted a tax exemption, the entirety of such exemption will be passed on to the benefit of the above-mentioned organization.

If you require further information on this matter, please contact me via email at email address or phone at phone number.

Sincerely,

Registered Owner or Authorized Representative

Position

Mailing Address

City, Province, Postal Code