



August 15, 2013

Dear Shareholder,

Over the past several months, we've shared with you the steps we're taking to maximize the long-term value of your Columbia Property Trust investment and to prepare for a liquidity opportunity.

As announced last month, we believe a listing of our Company's shares on a national securities exchange is the most advantageous way to provide that liquidity, because we believe a listing will provide the Company with access to more efficient capital to support future growth and trading performance. Therefore, we are preparing for the possibility of a listing sometime in the next few months.

### **Welcoming a New Chief Financial Officer**

In support of these plans, I'm pleased to announce that Jim Fleming has joined our team as Columbia Property Trust's Executive Vice President and Chief Financial Officer. Jim will play a key role in our financial strategy and operations and will be instrumental in our efforts to attract new institutional investment in Columbia Property Trust, in support of long-term potential value growth and future liquidity.

Jim Fleming has extensive experience in real estate investment management, capital markets, governance, and public board service, as well as serving as CFO of a publicly traded REIT. Most recently, he served as EVP and CFO for Schottenstein Property Group, a shopping center owner/operator with over 21 million square feet under management, and earlier led over \$400 million in stock offerings as EVP and CFO for Cousins Properties (NYSE: CUZ), a publicly traded REIT specializing in office buildings. We are excited to welcome this experienced industry veteran to the management team serving the shareholders of Columbia Property Trust.

### **Consolidating Shares to Prepare for Listing**

As part of our operational preparation for a listing, we announced in early July that the Board of Directors elected to suspend our Distribution Reinvestment Plan (DRP) and terminate our Share Redemption Program (SRP).

Closing those programs has allowed us to take another significant step to prepare the Company for listing, which was to complete a four-to-one reverse stock split of our outstanding shares on August 14, 2013.

#### ***What is a "Reverse Stock Split"?***

A reverse stock split is simply a process by which several shares are exchanged for a single share of equivalent total value. This process both reduces the Company's total number of outstanding common shares and correspondingly increases the value of each resulting share, without changing the total value of your holdings or of the Company's overall market capitalization.

In a four-to-one reverse stock split, for every **four shares** you owned with an estimated net asset value of \$7.33, you now have **one share** with an estimated net asset value of \$29.32.<sup>1</sup> Your estimated account value has not changed — you have fewer shares, but each has a higher estimated value.

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For example, consider that you previously owned 1,000 shares of Columbia stock, each with an estimated net asset value of \$7.33, and a total estimated account value of **\$7,330**. As a result of the reverse stock split, you now own 250 shares with an estimated net asset value of \$29.32 each, still with a total estimated account value of **\$7,330**.

Before Reverse Stock Split	After Reverse Stock Split
1,000 shares	$(1,000 \div 4)$ 250 shares
x \$7.33 per share	x $(\$7.33 \times 4)$ \$29.32 per share
= \$7,330	= \$7,330

***How will this support a potential listing?***

A reverse stock split places our estimated net asset value per share within the range at which the stock of many public REIT companies typically trade. While unpredictable market factors will impact the value of our shares at and after the time of a potential listing, we believe this will position the Company for a successful listing and future trading performance.

The higher value per share resulting from the reverse stock split may also make our stock more attractive to institutional investors, who sometimes refrain from investing in stocks that trade below certain thresholds. Attracting interest from institutional investors will be an important part of positioning our Company for long-term potential value growth.

***How will fractional shares be handled?***

After the reverse stock split, many shareholders will have a fractional share left in their account, likely as a result of the split itself. Rather than issue fractional shares in connection with the reverse stock split, Columbia will pay shareholders cash in lieu of any such fractional shares. These cash-in-lieu payments will be calculated using the estimated net asset value after the reverse stock split of \$29.32 per share.

For example, if you currently owned 50 shares, the four-to-one reverse stock split would result in 12.50 shares. Because Columbia has elected to pay cash in lieu of issuing fractional shares, you would receive a cash-in-lieu payment of \$14.66 and have 12 whole shares remaining in your account.

Reducing all accounts to whole share values will facilitate the transfer of your shares to a brokerage account to make them tradeable after the potential listing.

**How Does this Affect Me as a Shareholder?**

**The reverse stock split has no effect on your proportional ownership in the Company or your rights as a shareholder**, including your voting rights, your rights upon liquidation, or your right to receive dividends.

**It also does not change the total dollar amount of your quarterly dividends.** The Board has announced a third quarter dividend at the same proportional rate as last quarter. Shareholders received \$0.095 per share in the second quarter, and they'll receive \$0.38 per share in the third quarter, reflecting the reverse stock split.<sup>2</sup>

Dividend Before Reverse Stock Split	Dividend After Reverse Stock Split
1,000 shares x \$0.095 per share = \$95	250 shares x \$0.38 = \$95

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For more information, visit [www.ColumbiaPropertyTrust.com/Q3update](http://www.ColumbiaPropertyTrust.com/Q3update)

**You do not have to take any action.** Simply watch for a confirmation in the mail notifying you of the change in the number of shares you own after the reverse stock split.

**If a fractional share payment is owed to you, it will be paid in the next few days as follows:**

- For shareholders with retirement accounts held by First Trust, funds will be delivered to First Trust and deposited into an FDIC-insured Morrill & Janes Bank and Trust NOW account.
- For shareholders with accounts held by a custodian other than First Trust, checks will be sent to their custodian of record.
- For all other account types, a check will be sent to the shareholder's address of record.

**Most importantly, this should signal to you as a shareholder of Columbia Property Trust that we are confident that the Company is positioned for a potential public listing in the near future.**

As always, unpredictable market conditions prevent us from making any guarantee of the timing of such a listing or the listing itself. However, we are committed to pursuing that objective in a timely manner and doing all we can now to help make our anticipated listing process as seamless and advantageous as possible for you and the Company as a whole.

We know you may have questions about these events and have created a special page on our website with links to a video message, answers to frequently asked questions, and SEC filings for these events. Just go to [www.ColumbiaPropertyTrust.com/Q3update](http://www.ColumbiaPropertyTrust.com/Q3update). I also encourage you to speak with your financial representative or call Investor Relations at **1-800-557-4830**.

We will continue to communicate with you frequently as we move closer to a potential listing event. Thank you for your continued confidence in Columbia Property Trust.

Sincerely,



E. Nelson Mills  
President, Chief Executive Officer, and Director  
Columbia Property Trust

<sup>1</sup> Based on the latest estimated net asset value per share of Columbia Property Trust, which was as of September 30, 2012, as disclosed in the Annual Report on Form 10-K filed with the SEC on March 1, 2013.

<sup>2</sup> Dividends are not guaranteed and are subject to change at any time at the discretion of the Board of Directors.

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This material contains forward-looking statements, which can generally be identified by our use of words such as “may,” “will,” “could,” “intend,” “anticipate,” “estimate,” “believe,” “continue,” or other similar words. Factors that could cause actual results to vary materially from those expressed in forward-looking statements include changes in real estate conditions and in the capital markets, which could impact the timing of a liquidity event. REIT distributions are not guaranteed, are subject to change, and may consist of return of capital, capital gains, and dividend income. Please consult a qualified tax advisor prior to implementing any tax-related strategy; Columbia Property Trust does not render tax or legal advice.

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