

June 15, 2015

Dear Shareholder:

We are writing to inform you of the resources you have available to assist you, should you or your financial advisor have questions about Columbia as a company or about your account held at American Stock Transfer & Trust Company, LLC (“AST”), the transfer agent for Columbia Property Trust, Inc. (“Columbia”).

**Questions about Columbia:**

To find all public information about Columbia’s investment strategy and financial performance, including our latest Investor Presentation and Portfolio Summary, please go to our website, [www.columbiapropertytrust.com](http://www.columbiapropertytrust.com), and click the “Investor Relations” tab.

You can also find answers there to most questions that shareholders and their financial representatives may have about Columbia and accounts held prior to our NYSE listing in October 2013.

**Questions about Your Account:**

To obtain information specific to your account, please go to AST’s online account access portal, available through their website, [www.amstock.com](http://www.amstock.com). To contact an AST representative directly:

**Phone:** (855) 347-0042 (toll free)  
**Email:** [info@amstock.com](mailto:info@amstock.com)

Please keep the following in mind when contacting AST:

- **If your need is not addressed by the initial automated response menu, simply press “0” to speak with a representative** (please expect a short wait time).
- **AST can only provide information to shareholders of record.** AST cannot speak to financial representatives, unless the shareholder of record is also on the phone.
- **AST does not distribute quarterly account statements to shareholders**, which is consistent with the standard practice of transfer agents for publicly-traded companies. (Note that brokers, however, do typically generate monthly statements for shares moved to brokerage accounts.)

Please note that, like other publicly-traded companies, Columbia does not give its investor relations or corporate personnel direct access to shareholder account information. For that reason, Columbia’s corporate offices are no longer able to support inquiries from financial representatives. We encourage you to consider moving your shares to a brokerage account, as this may provide you and your financial advisor with enhanced account services, such as consolidated account statements.

We hope you take advantage of these resources to assist you with your account, and we thank you for being a shareholder of Columbia Property Trust.

Sincerely,



James A. Fleming  
Executive Vice President and Chief Financial Officer  
Columbia Property Trust