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| **Property Management Company Name (if applicable)** | | **Fiona Chapman, Director, Business Licensing and Regulatory Services** |
| June XX, 2020  City of Toronto  CaféTO Program |  | Pat Thornback  Supervisor  Tel: 416-392-3128  Fax: 416-392-4515  Pat.Thornback@toronto.ca  www.toronto.ca |

I, **[name of owner or authorized representative of property management company]**, property owner of **[full address of business location]**, give permission to **[name of legal entity who holds an eating establishment business licence]**,operating as, **[operating name of business]**, to occupy the café space at **[full address including unit number for the ADJACENT property]**, which is adjacent to their business location for the purpose of extending the café area until November 15, 2020.

I acknowledge that I have confirmed that any tenant impacted by an expanded café is in favour of this proposal.

If you require further information, please contact me at **[phone number].**

Yours truly,

**[Name]**,

Property Owner

|  |  |  |
| --- | --- | --- |
| **The Property Management Company Inc. (Sample Letter)** | | **Fiona Chapman, Director, Business Licensing and Regulatory Services** |
| June 11, 2020  City of Toronto  CaféTO Program |  | Pat Thornback  Supervisor  Tel: 416-392-3128  Fax: 416-392-4515  Pat.Thornback@toronto.ca  www.toronto.ca |

I, **John Doe** on behalf of **The Property Management Company Inc**., property owner of **123 Main Street**, give permission to **123456 Ontario Inc**.,operating as, **Burgers and Fries**, to occupy the café space at **123 Main Street, Unit 2**, which is adjacent to their business location for the purpose of extending the café area until November 15, 2020.

I acknowledge that I have confirmed that any tenant impacted by an expanded café is in favour of this proposal.

If you require further information, please contact me at **(416) 555-5555**.

Yours truly,

**John Doe**,

Property Owner

June 11, 2020

City of Toronto

CaféTO Program

I, Jane Doe, property owner of 456 Main Street, give permission to ABC123 Ontario Inc.,operating as, Best Bar, to occupy the café space at 456 Main Street, Unit 5, which is adjacent to their business location for the purpose of extending the café area until November 15, 2020.

I acknowledge that I have confirmed that any tenant impacted by an expanded café is in favour of this proposal.

If you require further information, please contact me at (416) 555-5555.

Yours truly,

Jane Doe,

Property Owner