

Inquiry for Assistance with Capital Gains Tax Assessment

Date: [Insert Date]

Your Name: [Insert Your Name]

Your Address: [Insert Your Address]

City, State, Zip Code: [Insert City, State, Zip]

Email Address: [Insert Your Email]

Phone Number: [Insert Your Phone Number]

To Whom It May Concern,

I am writing to seek assistance regarding my capital gains tax assessment for the tax year [Insert Year]. I have recently sold [Insert Property Description or Asset Type] and would like clarification on how to accurately report this transaction on my tax return.

Specifically, I have questions about the following:

- Determining the basis for my property.
- Understanding the current capital gains tax rates applicable.
- Finding out if there are any deductions or exemptions I may qualify for.
- Assistance with filling out the necessary tax forms.

Your guidance on these matters would be greatly appreciated, as I want to ensure compliance with all tax regulations. Please let me know if there are any documents I should prepare or if a meeting can be scheduled to discuss this further.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]