

# Letter of Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am currently seeking resources and guidance regarding the calculation of capital gains for my recent investments. As I strive to ensure compliance with tax regulations and optimize my financial strategies, I would greatly appreciate your assistance in this matter.

Could you please provide me with information on the following:

- Recommended resources or software for capital gains calculation
- Relevant guidelines or regulations I should be aware of
- Any workshops or seminars you may be hosting on this topic

Thank you very much for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]