

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the calculations used for determining my capital gains tax for the tax year [insert year]. I have reviewed the documentation provided, and I have some specific questions that I believe require further explanation.

Your assistance in outlining the methodology and any relevant figures used in my calculation would be greatly appreciated. This will help me ensure that I understand my tax obligations correctly.

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

Sincerely,

[Your Name]