

# Capital Gains Distribution Notification

Date: [Insert Date]

Dear [Investor's Name],

We are writing to inform you about the upcoming capital gains distribution from your investment in [Fund/Company Name]. As part of our commitment to transparency and effective communication, we would like to outline the details of the distribution plan.

## Distribution Details

- **Distribution Amount:** [Insert Amount]
- **Record Date:** [Insert Date]
- **Ex-Dividend Date:** [Insert Date]
- **Payment Date:** [Insert Date]

The capital gains distribution reflects the profits realized within the portfolio and will be shared among the shareholders of [Fund/Company Name]. The distribution will be reinvested unless otherwise specified.

If you have any questions regarding your investment or the distribution plan, please feel free to contact us at [Contact Information].

Thank you for your continued trust in [Fund/Company Name].

Sincerely,

[Your Name]

[Your Position]

[Fund/Company Name]

[Contact Information]