

# Capital Gain Tax Calculation Documentation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request documentation related to the calculation of capital gains tax for the financial year [Insert Year]. This request is necessary for our upcoming audit and to ensure compliance with relevant tax regulations.

Please provide the following documentation:

- Detailed calculations of capital gains and losses
- Records of transactions related to asset disposals
- Supporting documents such as purchase receipts and sales agreements
- Any tax returns or supporting schedules submitted

It is important that we receive this information by [Insert Deadline] to facilitate a timely audit process. If you have any questions or require further clarification, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company, if applicable]