

Capital Gain Tax Calculation Request

Date: [Insert Date]

To,

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request a detailed calculation of capital gains tax related to my stock transactions for the fiscal year [Insert Year]. As a part of my tax preparation, I need to ensure accurate reporting of my capital gains.

Below are the details of the transactions:

- Stock Ticker: [Insert Stock Ticker]
- Transaction Dates: [Insert Dates]
- Purchase Price: [Insert Amount]
- Sale Price: [Insert Amount]
- Number of Shares: [Insert Number]

Please provide a breakdown of the capital gains or losses associated with these transactions and any relevant documentation required for my records.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]