

# Capital Gain Tax Calculation Summary Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Preparer's Name]

[Tax Preparation Firm's Name]

[Firm's Address]

[City, State, Zip Code]

Dear [Tax Preparer's Name],

I hope this message finds you well. I am writing to request a comprehensive summary of my capital gains for the tax year [Insert Year] to assist in my tax preparation.

For accurate calculations, please include the following information:

- Details of assets sold during the tax year
- Purchase and sale dates
- Cost basis of assets
- Total sale proceeds
- Calculations of short-term and long-term gains/losses

Please let me know if you require any additional information to complete this summary. I appreciate your assistance and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]