

Capital Gains Tax Declaration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I, [Your Name], am writing to declare my capital gains for the tax year [Insert Tax Year]. Below are the details of my capital gains:

Capital Gains Summary

Description of Asset	Date Acquired	Date Sold	Sale Price	Purchase Price	Capital Gain/Loss
[Asset 1]	[Date]	[Date]	[Sale Price]	[Purchase Price]	[Gain/Loss]
[Asset 2]	[Date]	[Date]	[Sale Price]	[Purchase Price]	[Gain/Loss]

Total Capital Gains: [Total Gains]

Thank you for your attention to this matter. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]