

# Capital Gains Tax Declaration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Office Name]

[Tax Office Address]

[City, State, Zip Code]

Subject: Declaration of Capital Gains Tax for [Tax Year]

Dear [Tax Officer's Name],

I am writing to declare the capital gains tax associated with my small business, [Your Business Name], for the fiscal year ending [Tax Year].

During this period, I realized capital gains from the sale of [describe assets, e.g., property, stocks] amounting to [Total Capital Gains Amount].

Enclosed are the relevant documents including:

- Sale contracts
- Financial statements
- Other supporting documents

I appreciate your attention to this matter and am available for any further information or clarification required.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position in Business]

[Your Business Name]