

# Annual Capital Gains Summary Report

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

## To Whom It May Concern,

Subject: Annual Capital Gains Summary for the Year [Year]

Dear [Recipient's Name],

Enclosed is the summary of my capital gains for the year [Year]. This report outlines all relevant transactions, summarizing the gains realized from the sale of securities and other assets.

### Summary of Transactions:

Date of Transaction	Description of Asset	Sale Price	Purchase Price	Capital Gain/Loss
[Date]	[Asset Description]	[Sale Price]	[Purchase Price]	[Capital Gain/Loss]

### Total Summary:

Total Capital Gains: [Total Gain]

Total Capital Losses: [Total Loss]

Net Capital Gain/Loss: [Net Gain/Loss]

Thank you for your attention to this matter. Should you need any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]