

Capital Gains Adjustment Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of an adjustment to our records regarding capital gains realized on securities held in your account. The adjustment reflects updated information that impacts the taxable gains reported for the fiscal year [Year].

The details of the adjustments are as follows:

- Security: [Name of Security]
- Original Capital Gain: [Amount]
- Adjusted Capital Gain: [New Amount]
- Tax Year Affected: [Year]

Please review the enclosed documentation for further details. We recommend consulting with your tax advisor to understand the implications of this adjustment on your tax filings.

We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]