

Capital Gains Tax Report for Investment Portfolio

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are writing to provide you with the capital gains tax report for your investment portfolio for the fiscal year [Insert Year]. This report includes details of your realized gains and losses associated with your investments.

Summary of Capital Gains and Losses

Investment	Date Purchased	Date Sold	Purchase Price	Sale Price	Capital Gain/Loss
[Investment Name]	[Date]	[Date]	[\$Amount]	[\$Amount]	[\$Gain/Loss]
[Investment Name]	[Date]	[Date]	[\$Amount]	[\$Amount]	[\$Gain/Loss]

Total Capital Gains

Total Realized Gains: \$[Amount]

Total Realized Losses: \$[Amount]

Net Capital Gain/Loss: \$[Amount]

Please let us know if you have any questions or require further information regarding this report. We are here to assist you in ensuring compliance and understanding of your tax obligations.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, ZIP Code]

[Email Address]