

Capital Gains Tax Report for Retirement Accounts

Date: [Insert Date]

To: [Insert Recipient's Name]

Address: [Insert Recipient's Address]

City, State, Zip Code: [Insert City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a report of capital gains related to your retirement accounts for the tax year [Insert Year]. Below are the detailed accounts and gains realized:

Account Type	Account Number	Investment Type	Gains Realized
[Insert Account Type]	[Insert Account Number]	[Insert Investment Type]	[\$[Insert Gains]]

Total Capital Gains: \$[Insert Total Gains]

Please retain this report for your tax records. If you have any questions regarding this report, feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]