

# Capital Gains Tax Report

Date: \_\_\_\_\_

To: [Business Owner's Name]

[Business Name]

[Business Address]

[City, State, Zip Code]

## Subject: Capital Gains Tax Report for [Tax Year]

Dear [Business Owner's Name],

We have prepared your Capital Gains Tax Report for the fiscal year ending [Date]. This report outlines the capital gains that have been realized through your business activities, as well as any applicable deductions or losses.

### Summary of Capital Gains:

Asset Description	Date Acquired	Date Sold	Sale Price	Acquisition Cost	Capital Gain
[Asset 1]	[Date]	[Date]	[Sale Price]	[Acquisition Cost]	[Capital Gain]
[Asset 2]	[Date]	[Date]	[Sale Price]	[Acquisition Cost]	[Capital Gain]

### Total Capital Gains:

Total Capital Gains: [Total Amount]

### Important Notes:

- This report is essential for your annual tax filing.
- Please retain all relevant documentation for your records.
- If you have any questions, feel free to reach out to our office.

Thank you for your attention to this important tax matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]