

Capital Gains Tax Report

Date: [Date]

To: [Tax Professional's Name]

[Tax Professional's Address]

[City, State, Zip Code]

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

Dear [Tax Professional's Name],

I am writing to provide the required information for the capital gains tax report for the tax year [Tax Year]. Below you will find the details of my capital gains transactions.

Transaction Summary

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

Total Capital Gains

The total capital gains for the year [Tax Year] amount to: [Total Capital Gains]

Please let me know if you require any additional information or documentation to assist with the submission.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]