

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Recipient Name or Department Name]  
[Tax Authority or Internal Revenue Service Name]  
[Recipient Address]

**RE: Documentation for Sale of Real Estate Property - [Property Address]**

To Whom It May Concern,

I am submitting the enclosed documentation regarding the sale of the property located at [Full Property Address], which took place on [Date of Sale].

The purpose of this letter is to provide the necessary records for the calculation and reporting of capital gains tax for the [Year] tax period. Please find the following documents attached for your review:

- Final Settlement Statement (HUD-1 or Closing Disclosure)
- Proof of Original Purchase Price and Acquisition Costs
- Receipts and Invoices for Capital Improvements and Renovations
- Records of Selling Expenses (Commission, Legal Fees, Advertising)
- [List any additional documents here]

According to my records, the net gain/loss from this transaction has been calculated as [Amount]. I have included these figures in my tax return filed for this year.

Please contact me at [Your Phone Number] or [Your Email Address] if you require any further information or additional clarification regarding these documents.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Social Security Number or Tax ID, if required]