

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Tax Authority Name or Accountant Name]
[Department Name]
[Address]
[City, State, Zip Code]

RE: Documentation for Sale of Principal Residence - [Tax Year]

To Whom It May Concern,

Please find enclosed the required tax forms and supporting documentation regarding the sale of my residential property located at [Property Address]. The sale was finalized on [Closing Date].

The enclosed documents include:

- Form [Insert Form Number, e.g., 1099-S or Schedule D]
- Final Settlement Statement (HUD-1)
- Records of capital improvements and adjustments to cost basis
- Proof of residency duration for capital gains exclusion eligibility

The property was used as my primary residence for [Number] of the last five years. Based on these records, I am claiming the [Individual/Joint] capital gains exclusion as permitted under current tax law.

Please contact me at [Phone Number] if you require further information or additional documentation to process this filing.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Social Security Number or Tax ID]