

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

[Date]

[Recipient Name/Tax Professional Name]
[Firm Name]
[Recipient Address]

RE: Submission of Capital Gains Tax Records for Tax Year [Year]

Dear [Recipient Name],

Please find enclosed the necessary documentation regarding capital gains and losses incurred during the [Year] tax year. These records are provided for the purpose of calculating my tax liability and filing my tax return.

The enclosed documents include:

- Brokerage statements (Form 1099-B or equivalent)
- Records of asset acquisition dates and purchase prices (cost basis)
- Records of asset disposal dates and sale proceeds
- Receipts for deductible expenses related to the sale of assets
- [Additional Document Name, e.g., Crypto Transaction History]

A summary of the transactions is as follows:

- Total Number of Disposals: [Number]
- Total Proceeds: [Amount]
- Estimated Total Cost Basis: [Amount]

Please review these documents and let me know if any additional information or clarification is required to complete the filing. I would appreciate a confirmation once these records have been processed.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]