**Capital Gains Tax Letter**

It is a formal letter from Income Tax Department to inform the tax payer about the taxes that are required to be paid on capital gains. It is a letter demanding the individual to come and resolve the concerning issue related with his tax payments. It must contain the information about the meeting along with the consequences if the person fails to report at the department office.

Use this sample to draft a professional letter for the same on behalf of the company. Learn to write using this format a letter inviting the individuals to come and resolve the issue related with capital gains.

**Capital Gains Tax Letter**

From,

Mr Hugh Jackson,  
Tax Officer,  
Income Tax Department,  
New York

Date: 16.06.14

To,

Mr George Burgeon,  
Apartment No.28, Richmond Apartments,  
Shamlon Street,  
New York

Dear Mr George Burgeon,

I, Mr Hugh Jackson, the tax officer of the tax department which controls the residency and the offices of your area, am writing this letter to bring to your notice the fact that the tax department needs to clear the air concerning certain taxes that are needed to be paid on your part in relation with the capital gains in the current financial year. I would be glad if you could make a visit to the tax office for the same on very co-operative of you if you turn up in the tax office on the 26 June, that is, 10 days from now.

This is a serious issue which demands quick attention and resolution at the earliest. The tax department is looking forward for an earnest and positive response from your end. As stated, the matter is of a lot of concern and in case we don’t receive a favorable response from your side then we will be compelled to take a legal action to resolve the matter.

Yours faithfully,

Mr. Hugh Jackson