

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Year-End Tax-Loss Harvesting Strategy for [Year]

Dear [Client Name],

As we approach the end of the fiscal year, we are reviewing your investment portfolio to identify opportunities for tax-loss harvesting. This strategy involves selling securities currently trading at a loss to offset capital gains realized elsewhere in your portfolio, potentially reducing your overall tax liability.

**Key Objectives:**

- Offset realized capital gains from the current tax year.
- Use up to \$3,000 of excess losses to offset ordinary income.
- Carry forward remaining losses to future tax years.
- Rebalance your portfolio while maintaining your long-term investment strategy.

**Important Considerations:**

We will carefully monitor your transactions to ensure compliance with the "Wash Sale" rule, which prohibits claiming a loss if a "substantially identical" security is purchased within 30 days before or after the sale.

**Next Steps:**

We have identified specific holdings in your [Account Type] account that may be eligible for this strategy. Please review the attached summary of proposed trades. If you would like to proceed or have questions regarding how these actions impact your specific tax situation, please contact our office by [Deadline Date].

We recommend consulting with your tax professional to confirm how these strategies apply to your individual tax return.

Sincerely,

[Advisor Name]

[Firm Name]

[Phone Number]

[Email Address]