

## Instructions

First, contact your accountant or IRA provider to determine the optimal gift amount based on your plans and the most efficient way to send information on your **Qualified Charitable Distribution** to the Library of Congress. Note: this is sometimes referred to as a QCD or IRA charitable rollover.

### Sample Letter to IRA Provider

**Then send us your letter by email to let us know about your gift.**

### Sample Email Language Informing the Library of Congress of Your Direct Distribution

*[Date]*

The Library of Congress  
101 Independence Avenue, SE  
Attn: Sara L. Karrer, Director, Alumni and Planned Giving  
e-mail: saka@loc.gov  
Washington, DC 20540-1400

Re: Qualified Charitable Distribution from Individual Retirement Account

Dear Sara:

It is my pleasure to inform you that I have requested from my plan administrator at *[Name of IRA Provider, (administrator contact name, phone and email)]*, a qualified charitable distribution from my Individual Retirement Account. This charitable distribution is to be directly payable to the Library of Congress in the amount of \$*[contribution amount]*.

This gift is to be used for the benefit of the Library of Congress. (If your distribution satisfies a pledge you made to the Library previously, then please identify the payment as satisfaction of that pledge.)

If you have any questions or need to contact me, I may be reached at *[phone and email]*.

Sincerely,

*[Donor Name]*

*[Donor Address]*

Thank you for making a gift to the Library of Congress from your IRA!

**For questions about your gift, please contact:**

Sara L. Karrer, Director, Alumni and Planned Giving

Library of Congress

101 Independence Ave, SE

Washington, DC 20540

email [saka@loc.gov](mailto:saka@loc.gov), or call 202-707-6150

