

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, or call 202-707-6150

