**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