# Appendix 1: Sample letter: Contact Member State representatives in your country

IFLA members can use this letter to contact UN Member State representatives or other officials in your country to request a meeting.

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YOUR ORGANISATION'S LETTERHEAD/LOGOS HERE

Name of Minister  
Address  
Date

Dear (name of Minister or their advisor),

Increasing access to information and knowledge across society, assisted by the availability of information and communications technologies (ICTs), supports sustainable development and improves people’s lives. Ensuring access to information, and equipping citizens with the skills to use it effectively, will promote sustainable development and help strengthen democratic societies.

The High Level Panel on the Post–2015 Development Agenda, the post-2015 consultations of the United Nations Development Programme (UNDP), and the Open Working Group outcome document all identified the crucial role of access to information in supporting development.

As representatives of the library sector in [COUNTRY], we support the inclusion of access to information in the post-2015 development agenda. We are writing to seek a meeting with you to discuss this position and explain how libraries can help you achieve the sustainable development goals.

We are available to meet you at your earliest opportunity and hope to stay in contact as negotiations at the UN proceed.

Yours sincerely,

Your Signature

Your typed name  
Your role/title

Your organisation, or organisations if multiple organisations are signing the letter

cc Ambassador to the UN in New York

cc (list here others whom you have sent copies of the letter)