[date]

To the attention of [person]

[organisation]

[postal address]

Dear [name],

On October 18 and 19, the World Intellectual Property Organization will hold an international conference on limitations and exceptions to copyright for libraries, archives, museums, educational and research institutions. As librarians, we see this as a unique opportunity to move internationally towards a modern and balanced legal framework which allows us to carry out our missions, for the benefit of society.

Libraries have a key role in development, preserving and giving people the opportunity to access and use information democratically. This contributes to the achievement of the Sustainable Development Goals. Many of the world's most innovative countries have a solid basis of exceptions and limitations to copyright, seeing them as an instrument to support long-term growth and equity.

Well-designed exceptions and limitations complement, rather than compete with a thriving commercial sector, including transparent and well-managed licensing schemes. They give legal certainty to libraries in pursuing their mission, without causing unjustified harm to the legitimate interests of right holders by coming into action in areas where market failures risk putting the public interest at risk.

In advance of the International Conference, we would like to meet with you to present the point of view of our country's library sector, hoping that it will be informative and constructive. We will be able to present clearly the practical aspects of library and collection management in relation to copyright, in particular how cross-border collaboration is currently affected by the national and international legal framework, and why action at the World Intellectual Property Organisation provides the best single way of achieving progress.

We remain at your disposal for any additional information and look forward to hearing about your availability for a meeting in the coming weeks.

Yours faithfully,

[person]

[role]