

INFORMAL CONFERENCE REQUEST

**To: Sheila Hill-Christian, Executive Director
Virginia State Lottery Department
900 East Main Street
Richmond, Virginia 23219**

I am requesting that an informal conference be held to appeal the:

- Denial of my license application for instant games.**
- Denial of my selection as an online retailer.**
- Denial of my participation as an online retailer due to investigative findings.**
- Removal of my online terminal.**
- Suspension or revocation of my license.**

The basis for the appeal is as follows:

**I have attached additional information to support my appeal.
(Check here if applicable)**

I understand that this appeal must be mailed to the Director within thirty (30) days from the receipt of the Department's decision in order to have my situation reviewed. I also understand that I may have legal counsel present to represent me.

Signature of Owner, Partner or Corporate Officer

Business Name

Control or Retailer Number

Telephone Number

Date Received by