

INFORMAL CONFERENCE REQUEST

**To: Paula I. Otto, 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