**Example of Reclassification Letter**

June 26, 201\_

Virginia Department of Alcoholic Beverage Control

Licensing Unit

2901 Hermitage Road
Richmond, VA 23220

 RE: Reclassification of \_\_\_\_\_\_\_\_\_\_\_\_\_\_Farm Winery License (#\_\_\_\_\_) from Class A to Class B

To Whom It May Concern:

Per instructions from SAC Mark Haalman, \_\_(winery name)\_\_\_\_ respectfully requests reclassification from the currently held Farm Winery Class A Permit (#\_\_\_\_\_) to a Farm Winery Class B Permit.

To facilitate this reclassification, we are enclosing a check for $3560 (may be different if done outside of renewal period. Will have to be prorated), the balance between the $190 previously submitted by (winery name) for the renewal of its Farm Winery Class A Permit and the $3750 required for the Class B Permit. Also enclosed is a copy of the currently held Class A Permit.

Please contact me at any time if I may answer any questions to facilitate this change. I may be contacted via telephone at \_\_\_\_\_\_\_ or via email at \_\_\_\_\_\_\_\_\_\_\_. I appreciate your assistance with this matter.

Respectfully yours,

Enclosures: Check for $3560

 Copy of Current Farm Winery Class A Permit