

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Office of Admissions  
University of Virginia  
P.O. Box 400160  
Charlottesville, VA 22904

Dear Admissions Committee,

[Opening Paragraph: Introduction and purpose of the letter]

[Body Paragraph(s): Explain your background, achievements, and reasons  
for applying to UVA]

[Closing Paragraph: Express appreciation and reiterate enthusiasm for the  
opportunity]

Sincerely,

[Your Name]

[Optional: Your Signature]