

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

Admissions Office  
University of Virginia  
[University Address]  
[City, State, Zip Code]

Dear Members of the Admissions Committee,

[Opening paragraph: Introduce yourself and express your enthusiasm for applying to the University of Virginia. Mention the specific program or major you are interested in.]

[Second paragraph: Discuss your academic background, relevant experiences, and achievements that make you a suitable candidate for the program. Include any extracurricular activities, leadership roles, or community service.]

[Third paragraph: Explain why you are particularly interested in the University of Virginia and how its values align with your personal and academic goals. Mention specific faculty, courses, or programs that appeal to you.]

[Closing paragraph: Reiterate your excitement about the opportunity to join the University of Virginia community. Thank the committee for considering your application.]

Sincerely,  
[Your Name]