

[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: Introduce yourself and state the purpose of your letter. Mention the program you are applying for and express your enthusiasm for the university.]

[Body Paragraph 1: Discuss your academic background. Highlight relevant experiences, courses, or projects that showcase your qualifications for the program.]

[Body Paragraph 2: Share your extracurricular activities. Mention leadership roles, community service, or personal projects that demonstrate your character and interests.]

[Body Paragraph 3: Explain why the University of Virginia is the right fit for you. Reference specific programs, faculty, or aspects of campus culture that attract you.]

[Closing Paragraph: Reiterate your interest in the program and the university. Thank the committee for considering your application and express your hope for the opportunity to contribute to the UVA community.]

Sincerely,
[Your Name]