

[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 Admissions Committee,

[Opening paragraph: Introduce yourself and state your intention to apply. Mention the program or major you are interested in and a brief reason for your choice.]

[Second paragraph: Discuss your academic achievements, relevant experiences, and skills that make you a strong candidate. Include specific examples that showcase your passion and commitment.]

[Third paragraph: Share any extracurricular activities, leadership roles, or volunteer work that reflects your character and values. Connect these experiences to what you can contribute to the University of Virginia community.]

[Conclusion: Express your enthusiasm for the opportunity to apply and your hope to contribute to the university. Thank the committee for considering your application.]

Sincerely,  
[Your Name]