

[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 the purpose of the letter.]

[Second Paragraph: Discuss your academic achievements, interests, and what makes you a suitable candidate for UVA.]

[Third Paragraph: Share any extracurricular activities, leadership roles, or community service experiences that highlight your skills and character.]

[Fourth Paragraph: Explain why you are specifically interested in the University of Virginia and how it aligns with your goals.]

[Closing Paragraph: Thank the committee for considering your application and express your enthusiasm for the opportunity to join the UVA community.]

Sincerely,  
[Your Name]