

[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 introducing yourself and the purpose of the letter.]

[Body paragraph discussing your qualifications and experiences relevant to your application.]

[Body paragraph expressing your interest in the University of Virginia and how you align with its values.]

[Closing paragraph thanking the committee for their consideration and expressing your eagerness for a favorable response.]

Sincerely,

[Your Name]