

****[Your Name]****

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

****Admissions Office****

University of Virginia

Office of Undergraduate Admissions

P.O. Box 400160

Charlottesville, VA 22904-4160

Dear Admissions Committee,

****Paragraph 1: Introduction****

- Introduce yourself and state the purpose of the letter. Mention your intention to apply and any specific program or major.

****Paragraph 2: Academic Achievements****

- Highlight your academic background. Mention GPA, relevant coursework, and any honors or awards received.

****Paragraph 3: Extracurricular Activities****

- Discuss your involvement in extracurricular activities. Include leadership roles, community service, sports, or clubs that demonstrate your interests and skills.

****Paragraph 4: Personal Experiences****

- Share a personal story or experience that has shaped your character or aspirations. Explain its significance and how it relates to your desire to attend UVA.

****Paragraph 5: Why UVA?****

- Reflect on why you want to attend the University of Virginia. Mention specific aspects of the university, faculty, or programs that attract you.

****Paragraph 6: Conclusion****

- Reiterate your enthusiasm for the opportunity to apply. Thank the committee for considering your application and express your hope to contribute to the UVA community.

Sincerely,

[Your Name]