

[Your Name]
[Your Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Admissions Committee
University of Virginia
[Department Name, if applicable]
[Address]
[Charlottesville, VA Zip Code]

Dear Members of the Admissions Committee,

I am writing to recommend [Applicant's Name] for admission to the University of Virginia. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [your relationship, e.g., teacher, advisor, employer] at [Institution/Organization Name].

During this time, I have been impressed by [his/her/their] [mention specific qualities, skills, or achievements]. [Provide examples to illustrate the applicant's capabilities, work ethic, and character.] [Applicant's Name] has demonstrated [specific project or achievement], which showcases [his/her/their] [mention relevant skills or traits]. [Discuss the impact of these achievements or skills and how they relate to the applicant's potential success at UVA.]

In conclusion, I wholeheartedly recommend [Applicant's Name] for admission to the University of Virginia. I am confident that [he/she/they] will contribute positively to your campus community and excel in [his/her/their] academic pursuits.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Institution/Organization]