

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

Graduate Admissions Committee
[Department Name]
University of Virginia
[University Address]
[Charlottesville, VA ZIP Code]

Dear Members of the Graduate Admissions Committee,
I am writing to express my interest in applying for the [specific program name, e.g., Master's in Environmental Science] at the University of Virginia for the [specific term, e.g., Fall 2024] semester. I am particularly drawn to [mention any specific faculty members, research opportunities, or aspects of the program that appeal to you].

[First Paragraph: Introduce yourself and provide a brief background related to your academic journey and professional experience.]

[Second Paragraph: Discuss your motivations for pursuing the graduate program, including your career goals and how the program aligns with these goals.]

[Third Paragraph: Highlight any relevant skills, projects, research, or experiences that prepare you for this program. Reference specific courses, research facilities, or faculty that interest you.]

[Fourth Paragraph: Summarize your enthusiasm for the program and express your hope for an opportunity to contribute to the University of Virginia community.]

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,

[Your Name]

[Optional: LinkedIn Profile or Personal Website]