

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

Office of Admissions  
University of Virginia  
P.O. Box 400160  
Charlottesville, VA 22904-4160

Dear Admissions Committee,

[Opening Paragraph: Introduce yourself and state your purpose for writing. Mention the program you're applying for and any relevant details about your background.]

[Second Paragraph: Discuss your academic achievements, extracurricular activities, and any relevant experiences or interests that make you a strong candidate for the University of Virginia.]

[Third Paragraph: Explain why you are specifically interested in the University of Virginia and how it aligns with your goals and aspirations. Mention any specific programs, faculty, or opportunities that attracted you to UVA.]

[Closing Paragraph: Thank the admissions committee for considering your application. Express your enthusiasm for the opportunity to become a part of the UVA community.]

Sincerely,  
[Your Name]