

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title/Position]  
[University of Virginia]  
[Department/Office]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],  
I am writing to provide a reference for [Applicant's Name], who is applying to the University of Virginia. I have had the pleasure of knowing [Applicant's Name] for [duration] as [his/her/their] [your relationship to the applicant, e.g., teacher, supervisor, etc.]. Throughout this time, I have been impressed by [Applicant's Name]'s [specific qualities or accomplishments]. [Provide examples or anecdotes that illustrate these qualities].  
[Continue to detail additional strengths and attributes relevant to the application].

In conclusion, I wholeheartedly recommend [Applicant's Name] for admission to the University of Virginia. I believe [he/she/they] will make a valuable contribution to your institution.  
Thank you for considering this application. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or require further information.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position/Title]  
[Your Institution/Organization]