

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

Admissions Office
University of Virginia
[University Address]
[City, State, Zip Code]

Dear Admissions Office,

Subject: Complaint Regarding Application Process

I am writing to formally express my concerns regarding the application process for the University of Virginia for the [specific term, e.g., Fall 2023] semester. My application, submitted on [submission date], has encountered [describe specific issue, e.g., lack of communication, missing documents, etc.].

Despite following the application guidelines and deadlines, I have experienced [describe the issue, e.g., delayed responses, inability to reach the admissions office, etc.]. As an applicant who is genuinely interested in attending UVA, this has caused considerable distress and confusion.

I kindly request your attention to this matter and would appreciate any assistance or clarification you can provide. It is my hope that my concerns can be addressed swiftly, allowing me to proceed with the application process.

Thank you for your time and understanding. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Application ID, if applicable]