

[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

Dear Admissions Committee,

I hope this letter finds you well. I am writing to address some academic challenges I have faced during my high school career that I believe are important for you to consider as part of my application to the University of Virginia.

[Paragraph 1: Briefly introduce your background and the specific academic challenges you encountered. Explain any mitigating circumstances that contributed to these challenges.]

[Paragraph 2: Discuss how you responded to these challenges. Highlight any improvements in your academic performance, skills you developed, or lessons learned.]

[Paragraph 3: Explain why you are motivated to succeed academically at UVA. Share your enthusiasm for your intended major and how your experiences have prepared you for the rigor of university-level coursework.]

Thank you for taking the time to read this letter. I appreciate your consideration of my application and hope to contribute positively to the University of Virginia community.

Sincerely,

[Your Name]