

[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 Committee,

[Introductory paragraph: Briefly introduce yourself, state your interest in the University of Virginia, and mention your intended major or area of study.]

[Body Paragraph 1: Describe your academic achievements, relevant coursework, and any honors or awards that illustrate your commitment to your education.]

[Body Paragraph 2: Discuss extracurricular activities, leadership roles, and community service experiences that demonstrate your character, values, and contributions outside of the classroom.]

[Body Paragraph 3: Share a personal story or experience that has shaped who you are and your aspirations for the future, linking it to your desire to attend UVA.]

[Concluding paragraph: Reiterate your enthusiasm for the University of Virginia, express your hope for acceptance, and thank the admissions committee for their consideration.]

Sincerely,
[Your Name]