

[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,

I am writing to express my sincere interest in applying for admission to the University of Virginia for the [specific term and year, e.g., Fall 2024] semester. I have always admired UVA's commitment to academic excellence and its diverse, vibrant community.

[Paragraph 1: Introduce yourself and your background briefly. Highlight your academic achievements, extracurricular activities, and any relevant experiences that led you to apply to UVA.]

[Paragraph 2: Discuss why you are interested in the University of Virginia specifically. Mention specific programs, faculty, or opportunities that attract you and align with your goals.]

[Paragraph 3: Share your future aspirations and how attending UVA will help you achieve them. Include any personal anecdotes or experiences that demonstrate your passion for your intended field of study.]

Thank you for considering my application. I am excited about the possibility of contributing to and growing within the esteemed UVA community.

Sincerely,  
[Your Name]