

[Your Name]  
[Your Position/Title]  
[Your Institution/Organization]  
[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,

I am writing to recommend [Student's Name] for admission to the University of Virginia. I have had the pleasure of knowing [Student's Name] for [duration] as [his/her/their] [teacher, mentor, etc.] in [subject or activity].

[In this paragraph, provide specific examples of the student's strengths, accomplishments, and character. Highlight skills, talents, and qualities that make the student a good fit for the university.]

[In the next paragraph, discuss the student's contributions to the community, leadership roles, and any relevant extracurricular involvement that showcases their ability to thrive in a university environment.]

I am confident that [Student's Name] will bring [his/her/their] unique perspectives and talents to the University of Virginia, enriching the campus community and excelling academically.

Thank you for considering this application. Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position/Title]