

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

Office of Admissions
VT State University

[University Address]
[City, State, ZIP Code]

Dear Admissions Committee,

[Introduction - State the purpose of your letter, e.g., application, inquiry, appeal, etc.]

[Body - Provide details, experiences, or reasons relevant to your purpose, including any specific programs or features of VT State University that appeal to you.]

[Conclusion - Summarize your main points and express your hopes for a positive response or continuation of dialogue.]

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]