

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

Office of Undergraduate Admission
University of Virginia
P.O. Box 400160
Charlottesville, VA 22904-4160

Dear Admissions Committee,

[Opening Paragraph: Briefly introduce yourself and state your purpose for writing the letter.]

[Body Paragraph: Discuss your academic achievements, extracurricular activities, and any relevant experiences that highlight your suitability for UVA.]

[Body Paragraph: Share your personal motivations for applying to UVA, including specific programs, values, or opportunities that attract you to the university.]

[Closing Paragraph: Express gratitude for considering your application and reiterate your enthusiasm for the prospect of joining the UVA community.]

Sincerely,

[Your Name]
[Your High School Name] (if applicable)
[Your GPA or Relevant Academic Information]