

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]

[Admission Office]
University of Virginia
[Address of Admission Office]
[City, State, Zip Code]

Dear Members of the Admission Committee,
I am pleased to recommend [Student's Name] for admission to the University of Virginia. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [relationship, e.g., teacher, coach, supervisor] at [Institution/Organization].

During this time, I have observed [Student's Name]'s remarkable [qualities/characteristics, e.g., work ethic, leadership skills, intellectual curiosity]. [He/She/They] has consistently demonstrated a strong commitment to [specific subjects, activities, or values relevant to UVA].

One particular example that illustrates [Student's Name]'s abilities is [specific anecdote or achievement that highlights strengths]. This experience not only showcases [his/her/their] [specific skills or qualities] but also [impact or outcome of the experience].

[Student's Name] is not only an outstanding [academic/athletic/etc.], but also a person of great integrity and kindness. [He/She/They] has actively contributed to [community service, extracurricular activities, etc.], showing a deep commitment to [values or goals important to UVA].

In conclusion, I wholeheartedly endorse [Student's Name] for admission to the University of Virginia. I am confident that [he/she/they] will contribute positively to your community and take full advantage of the opportunities available at UVA. Please feel free to contact me if you require any further information.

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