

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

Admissions Committee
University of Virginia
[Office Address or Admissions Office]
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to recommend [Applicant's Name] for admission to the University of Virginia. I have had the pleasure of knowing [him/her/them] for [duration] in my capacity as [your relationship to the applicant, e.g., teacher, employer, etc.] at [your institution/organization]. [Overall impression of the applicant, including strengths and character traits.]

During [his/her/their] time with us, [briefly describe specific examples of the applicant's achievements, projects, or contributions that demonstrate suitability for UVA].

Additionally, [discuss any pertinent personal qualities, skills, or experiences that would make the applicant a good fit for UVA's community and academic environment].

I am confident that [Applicant's Name] will be a valuable addition to the University of Virginia, and I wholeheartedly endorse [his/her/their] application. Thank you for considering this remarkable candidate.

Sincerely,

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