

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

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

Dear Admissions Committee,

I am writing to express my desire to transfer to the University of Virginia for the [specific semester/year]. My name is [Your Name], and I am currently a student at [Your Current Institution] majoring in [Your Current Major].

I have chosen to pursue a transfer to UVA because [briefly explain your reasons for transferring, your interests in UVA, and how it aligns with your academic and career goals]. I am particularly drawn to [mention specific programs, faculty, or opportunities at UVA that attract you]. During my time at [Your Current Institution], I have [describe relevant academic achievements, extracurricular involvement, work experience, or personal growth]. These experiences have prepared me for the rigorous academic environment at UVA and have reinforced my commitment to [your intended major or area of study].

I have enclosed my application form, transcripts, and letters of recommendation for your review. I am excited about the possibility of contributing to the UVA community and furthering my education in such a vibrant and prestigious institution.

Thank you for considering my application. I look forward to the opportunity to demonstrate my passion for learning and growth at UVA.
Sincerely,

[Your Name]
[Your Student ID (if applicable)]