

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Office Name]
University of Oxford
[Department Address]
[City, Postal Code, Country]

Dear [Recipient's Name],

I am writing to express my intention to apply for [specific program/course] at the University of Oxford for the [academic year/term]. My academic background in [your field of study] and my professional experiences are aligned with the values and rigorous standards at Oxford. I have completed [your degree] at [your university] with a focus on [specific subjects/areas]. My research on [briefly describe your research or project] has further solidified my interest and prepared me for advanced studies in [specific area].

The opportunity to study at Oxford is particularly appealing to me due to [specific reason related to the program or university]. I am particularly drawn to [mention any professor, research group, or specific course], as I believe this will greatly enhance my knowledge and expertise.

I am confident that my background and passion for [your field] will enable me to contribute positively to the academic community at Oxford.

Thank you for considering my application. I look forward to the opportunity to further discuss my intentions and qualifications.

Sincerely,

[Your Name]