

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

Admissions Committee

[Program Name]  
University of Oxford  
[Oxford Address]  
[City, Postal Code]

Dear Members of the Admissions Committee,

I am writing to recommend [Student's Name] for admission to [specific program] at the University of Oxford. I have had the pleasure of knowing [Student's Name] for [duration] as [his/her/their] [teacher, employer, mentor, etc.] at [Your Institution/Organization].

Throughout this time, [Student's Name] has demonstrated exceptional [qualities, skills, and achievements relevant to the program]. Notably, [provide specific example(s) highlighting the student's capabilities]. [Student's Name]'s [character traits, work ethic, etc.] further sets [him/her/them] apart. For example, [give another specific example or anecdote]. This experience is indicative of [his/her/their] maturity and readiness for the challenges of [Program Name].

I am confident that [Student's Name] will make significant contributions to the academic community at Oxford, given [his/her/their] remarkable [attributes/skills]. I wholeheartedly support [his/her/their] application and am excited about the potential [he/she/they] brings to your esteemed institution.

Thank you for considering this application. Please feel free to contact me at [your phone number or email] if you require any further information.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Your Position]