

[Your Name]
[Your Title/Position]
[Your Organization/Institution]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admissions Office]
[Oxford University]
[College Name]
[College Address]
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to wholeheartedly recommend [Student's Name] for admission to [specific program] at Oxford University. I have had the pleasure of knowing [him/her/them] for [duration] while [he/she/they] was [context in which you have known the student, e.g., a student in my class, a research assistant, etc.].

[Paragraph 1: Description of relationship with the student and your credentials.]

[Provide specific examples of the student's academic performance, skills, and qualities that make them an exemplary candidate.]

[Paragraph 2: Highlight significant achievements or contributions of the student.]

[Discuss any relevant projects, research, or extracurricular activities that showcase the student's capabilities.]

[Paragraph 3: Personal qualities that contribute to the student's potential for success.]

[Discuss traits such as leadership, commitment, teamwork, resilience, etc., with specific instances when possible.]

In conclusion, I am confident that [Student's Name] will make a significant contribution to the academic community at Oxford University. I strongly support [his/her/their] application and believe [he/she/they] has the potential to excel in [his/her/their] chosen field of study. Thank you for considering this recommendation. If you require any further information, please do not hesitate to contact me.

Sincerely,

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