

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Department Name]
[University of Oxford]
[Address Line 1]
[City, Postcode]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to [state the purpose of your letter, e.g., apply for a program, request information, seek guidance, etc.].

[Provide details supporting your purpose. Mention any relevant experience, qualifications, or context to strengthen your request.]

I appreciate your time and consideration, and I look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Institution, if applicable]