

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

Admissions Office
University of Oxford
Wellington Square
Oxford, OX1 2JD
United Kingdom

Dear Admissions Office,

Subject: Complaint Regarding [Specific Issue]

I am writing to formally express my concern regarding [briefly state the issue, e.g., a delay in application processing, lack of communication, etc.]. My application reference number is [Your Application Number].

[Describe the issue in detail, including dates, any prior correspondence, and impact on you.]

I believe that [explain why this issue is important, potentially referencing university policies or values]. I respectfully request that you address this matter at your earliest convenience.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]