

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

[Admissions Office]
University of Oxford
[Address of the University]
[City, State, Zip Code]

Dear [Admissions Officer's Name or "Admissions Committee"],
I am pleased to inform you that you have been offered admission to the University of Oxford for the [specific program/course name] for the [academic year/term]. Congratulations on your impressive achievement! Your dedication and hard work have earned you a place among a distinguished cohort of students. We believe that you will make valuable contributions to our academic community.

To secure your place, please confirm your acceptance by [specific deadline]. Further details regarding enrollment procedures, orientation, and accommodation will be provided once we receive your confirmation. We look forward to welcoming you to Oxford.

Warmest regards,

[Your Name]
[Your Position]
University of Oxford