

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

[Date]
[Recipient's Name]
[Title]

[Department/Office]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally apply for the Oxford Scholarship for the [specific program or course name] for the academic year [year].

As a brief introduction, I am currently [your current position, e.g., a student at XYZ University, a recent graduate, etc.], majoring in [your major/field of study]. I have always been passionate about [your passion/research interests] and believe that the Oxford program will provide me with the knowledge and skills necessary to [mention your career goals or aspirations].

[Paragraph about your academic achievements, relevant experience, and specific reasons for applying for the scholarship, including how it will help you achieve your goals.]

I am truly excited about the opportunity to contribute to and learn from the distinguished community at Oxford. Thank you for considering my application for the scholarship. I look forward to the possibility of discussing my application further.

Sincerely,
[Your Name]