

[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 Officer,

[Introduction: State your purpose for writing, e.g., inquiry about a specific program, request for information, or application follow-up.]

[Body: Provide details regarding your request or situation. Include relevant information such as your background, interests, and any specific questions you have.]

[Closing: Express gratitude for their time and attention. Indicate any follow-up actions you plan to take or if you require a response.]

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]