

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title/Department]
University of Oxford
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [a brief introduction about yourself, e.g., a prospective student planning to apply to Oxford's [specific course/program]].

I am writing to express my interest in [specific aspect of the university, program, or research]. I have always been passionate about [related field/subject], and I believe that Oxford provides an unparalleled environment for academic and personal growth.

[Include a paragraph about your background, experiences, or achievements related to your interest in Oxford. Mention any relevant coursework, projects, or extracurricular activities.]

Additionally, I am particularly drawn to [mention any specific faculty, research opportunities, or resources at Oxford that resonate with you]. I am eager to contribute to and learn from the esteemed community at Oxford.

Thank you for considering my letter. I look forward to the opportunity to further discuss my application and share my enthusiasm for joining the Oxford community.

Warm regards,

[Your Name]
[Your Contact Information]