

[Your Name]  
[Your Address]  
[City, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient's Title]  
[Department/Faculty Name]  
University of Oxford  
[University Address]  
[City, Zip Code]  
Dear [Recipient Name],  
I hope this letter finds you well.  
[Opening paragraph: Introduce yourself and the purpose of your letter.]  
[Body paragraphs: Provide detailed information, supporting arguments, or requests.]  
[Closing paragraph: Summarize your main points, reiterate your request, and express gratitude.]  
Thank you for your time and consideration. I look forward to your reply.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Position/Title (if applicable)]