

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear Members of the Admissions Committee,

I am writing to wholeheartedly recommend [Applicant's Name] for the [specific program or position] at the University of Oxford. I have had the pleasure of knowing [Applicant's Name] for [duration] as [his/her/their] [relationship to the applicant, e.g., professor, employer, mentor] at [Your Institution/Organization].

[In this paragraph, provide specific examples of the applicant's skills, achievements, and character. Discuss any relevant projects, academic performance, leadership qualities, or other attributes that make the applicant a strong candidate.]

[In this paragraph, elaborate on the applicant's potential in their chosen field and why you believe they will succeed at Oxford. Discuss their intellectual curiosity, dedication, and commitment to their studies or relevant activities.]

In conclusion, I highly recommend [Applicant's Name] for the [specific program or position] at the University of Oxford. I am confident that [he/she/they] will excel and make valuable contributions to your esteemed institution. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Thank you for considering this exceptional candidate.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title/Position]
[Your Institution/Organization]