

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

Admissions Office
University of Oxford
[Department Name or Program]
[Oxford Address]
[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am writing to provide a reference for [Applicant's Name], who is applying to the [specific program/department] at the University of Oxford. I have had the pleasure of knowing [Applicant's Name] for [duration] as [his/her/their] [relationship, e.g., teacher, supervisor, etc.] at [Institution/Organization Name].

[Provide a brief overview of the applicant's background, academic achievements, and relevant experience. Highlight specific qualities and skills that make the applicant suitable for the program.]

One of the standout qualities of [Applicant's Name] is [describe a specific strength or characteristic, providing examples]. This was particularly evident when [give a specific example or situation that illustrates this strength].

[Discuss any challenges the applicant has overcome, leadership qualities, or contributions to the community or field of study. Make it clear why you believe the applicant would thrive at Oxford.]

I am confident that [Applicant's Name] will be an asset to the University of Oxford and contribute positively to [his/her/their] chosen field. I strongly recommend [him/her/them] for admission to the [specific program/department].

Please feel free to contact me if you require any further information. Thank you for considering this application.

Sincerely,

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