

Formal email writing

Dear....

I am delighted to offer you a place at Oxford University. Please reply to this email to confirm if you would like to accept or decline the place.

Accept the place

Will you require accommodation on the University campus?

Yes I will require accommodation on campus

What subjects will you be studying with us at Oxford University? *Studying Mathematics and French*

We look forward to welcoming you to our world famous facilities in the near future.

Ask a question...

With kind regards,

Professor John Smith.

Send a formal reply to Professor Smith.

