

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

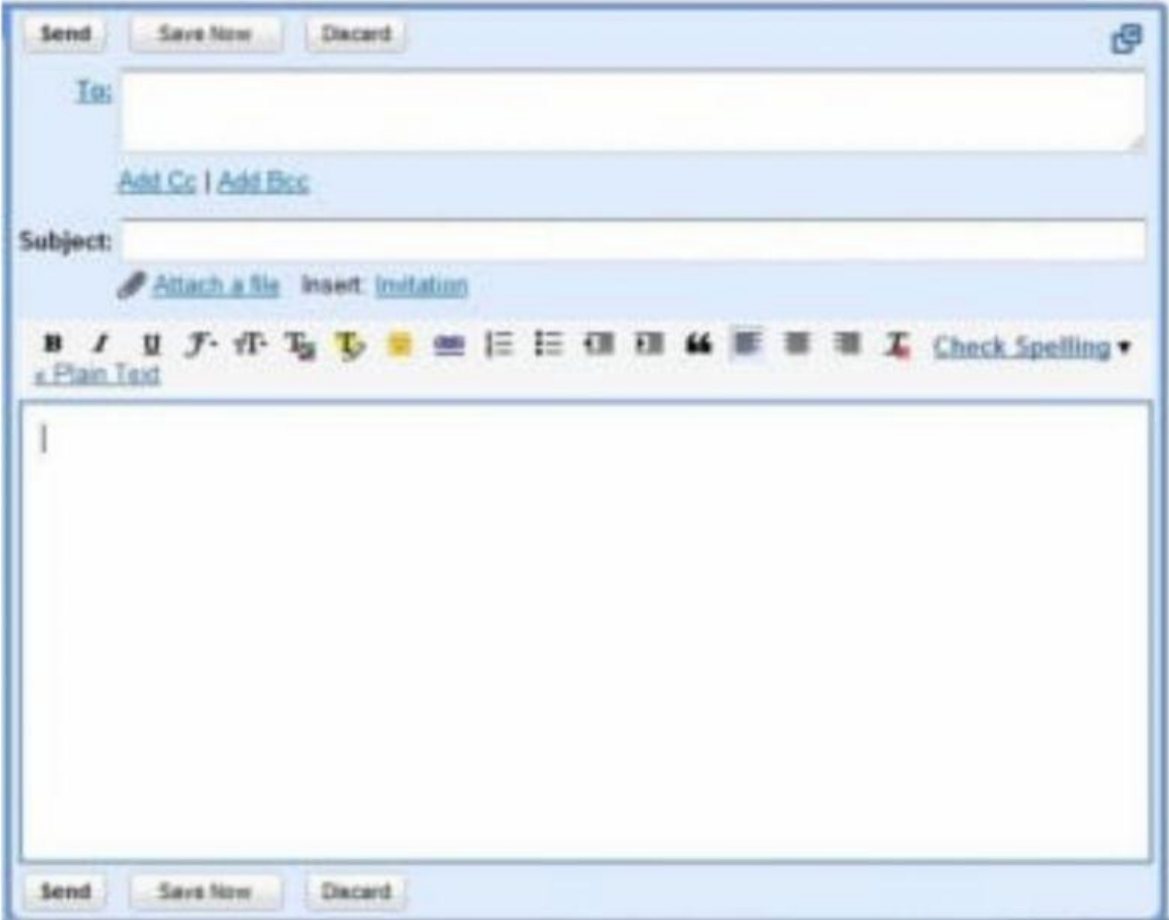
We look forward to welcoming you to our world famous facilities in the near future.

Ask a question...

With kind regards,

Professor John Smith.

Send a formal reply to Professor Smith.



The image shows a screenshot of an email composition window. At the top, there are three buttons: "Send", "Save Now", and "Discard". Below these are fields for "To:", "Add Cc | Add Bcc", and "Subject:". There is a link "Attach a file" and a button "Insert" with a dropdown menu showing "Insertion". Below these is a rich text toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, quote, unquote, link, unlink) and a "Check Spelling" button. The main body of the email is a large text area with a cursor at the top left. At the bottom, there are three buttons: "Send", "Save Now", and "Discard".