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Dear Sir or Madam: I read with great interest the information of graduate studies in your university. I am particularly interested in the course of business law. I am writing to apply for the M.A. course of business law beginning in October, 2003. I am a student of the Law School of ABC University where I have had four years study of civil law, criminal law, administrative law, environmental law, constitutional law, business law and many other subjects. During those four years in college, I have passed all the required courses of study with satisfactory marks. Enclosed herewith is a certified copy of my academic report form the department concerned. You will notice that I obtained very excellent results in business law. I have always found business law an interesting subject. I would like to further my study in this field at your prestigious university. I therefore request more detailed course. Thank you in advance for your prompt attention to this. I look forward to hearing from you.

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