

[Date]

[Bank Manager Name/Department]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Request to Open a Business Bank Account for [Company Name]

To Whom It May Concern,

I am writing to formally request the opening of a corporate business account for [Company Name], a registered entity in [Country of Registration] with the registration number [Registration Number].

The company intends to establish this account to facilitate [state primary purpose, e.g., international trade, investment, or local consultancy services] within the United States. Please be advised that the beneficial owners and authorized signatories are Non-Resident Aliens (NRA).

Included with this letter are the following supporting documents for your review:

- Certificate of Incorporation / Articles of Organization
- Employer Identification Number (EIN) Confirmation Letter (Form CP 575)
- Passport copies of all Beneficial Owners and Signatories
- Proof of Foreign Address for all Signatories
- Operating Agreement or Corporate Bylaws

The primary authorized signatory for this account will be [Name of Signatory], holding the position of [Title].

Please let us know if additional documentation or a formal interview is required to complete the KYC (Know Your Customer) and AML (Anti-Money Laundering) verification processes. We look forward to establishing a professional banking relationship with [Bank Name].

Sincerely,

[Signature]

[Full Name]

[Title/Position]

[Phone Number]

[Email Address]