

[Your Name]  
[Your Foreign Address]  
[Your Phone Number]  
[Your Email Address]  
[Date]

[Bank Name]  
[Bank Branch Address]  
[City, State, Zip Code]

**Subject: Request to Open a Non-Resident Alien Checking Account**

Dear Bank Manager,

I am writing to formally request the opening of a non-resident alien checking account with [Bank Name]. I am a citizen of [Your Country] and I am currently [visiting/working/studying] in the United States under a [Type of Visa, e.g., B1/B2, F1, H1-B] visa.

I wish to establish this banking relationship for the purpose of [state reason, e.g., managing personal expenses during my stay / receiving international transfers].

I have enclosed copies of the following documents for your review:

- Valid Passport
- Valid Visa and I-94 Form
- Proof of Foreign Residence
- Secondary Identification (e.g., Driver's License or National ID)
- [Optional: Individual Taxpayer Identification Number (ITIN)]

Please let me know if there are additional forms or minimum deposit requirements necessary to finalize this application. I am available to visit your branch in person to verify my identity at your earliest convenience.

Thank you for your time and assistance.

Sincerely,

[Signature]

[Your Printed Name]