

[Date]

[Bank/Brokerage Name]  
[Department Name, e.g., New Accounts]  
[Street Address]  
[City, State, Zip Code]  
[Country]

**Subject: Request to Open a Non-Resident Alien (NRA) Investment Account**

To the New Accounts Department,

I am writing to formally request the opening of a non-resident alien investment account with [Name of Institution]. I am a citizen and resident of [Your Country of Residence] and do not hold U.S. citizenship or a U.S. Green Card.

Please find the following information for my application:

- **Full Legal Name:** [Your Full Name]
- **Date of Birth:** [Month/Day/Year]
- **Residential Address:** [Your Full Foreign Address]
- **Country of Citizenship:** [Your Country]
- **Tax Identification Number:** [Your Local Tax ID or ITIN if applicable]

I have attached the following supporting documents for your review:

- A certified copy of my valid Passport.
- A completed and signed Form W-8BEN.
- Proof of residence (e.g., utility bill or bank statement).
- [List any other required documents here].

Please let me know if there are additional forms or procedures required to finalize this request. I can be reached via email at [Your Email Address] or by phone at [Your Phone Number including Country Code].

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]