

[Your Name]
[Your Foreign Address]
[City, Country, Postal Code]
[Your Email Address]
[Your Phone Number]
[Date]

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

Subject: Request to Open a Non-Resident Alien Joint Checking/Savings Account

Dear Bank Manager,

We are writing to formally request the opening of a joint [Checking/Savings] account at your institution. We are both Non-Resident Aliens (NRA) and do not reside in the United States.

Primary Applicant Information:

Full Name: [Full Name]
Date of Birth: [DOB]
Country of Citizenship: [Country]
Passport Number: [Passport Number]

Secondary Applicant Information:

Full Name: [Full Name]
Date of Birth: [DOB]
Country of Citizenship: [Country]
Passport Number: [Passport Number]

The purpose of this account is [mention purpose, e.g., personal investments, bill payments, or travel expenses]. We have attached copies of our valid passports and [mention other documents, e.g., proof of foreign address or W-8BEN forms] for your review.

Please let us know the next steps required to complete the application process and any specific funding requirements for the initial deposit.

Thank you for your assistance.

Sincerely,

[Signature of Primary Applicant]
[Printed Name of Primary Applicant]

[Signature of Secondary Applicant]
[Printed Name of Secondary Applicant]