

[Your Name/Legal Representative Name]
[Your Physical Address in Country of Residence]
[City, State/Province, Country]
[Email Address]
[Phone Number]
[Date]

[Bank/Payment Processor Name]
[Department Name, e.g., Merchant Services]
[Bank Address]
[City, State, Zip Code]

Subject: Request to Open a Merchant Account for Non-Resident Alien

Dear Merchant Services Department,

I am writing to formally request the opening of a merchant account for my business, [Legal Business Name]. I am a Non-Resident Alien of the United States, currently residing in [Your Country of Residence].

My business operates in the [Type of Industry] industry and provides [Brief Description of Products/Services]. We are seeking to utilize your payment processing services to facilitate transactions for our customers located in [Target Markets].

Please find the following details regarding my business entity:

- **Business Structure:** [e.g., LLC, Corporation, Sole Proprietorship]
- **Country of Incorporation:** [e.g., United States / Delaware]
- **Employer Identification Number (EIN):** [Your EIN]
- **Estimated Monthly Processing Volume:** \$[Amount]
- **Average Transaction Value:** \$[Amount]

I have attached the required documentation for your review, including:

- Certificate of Incorporation / Articles of Organization
- IRS SS-4 Confirmation Letter (EIN)
- Copy of my valid Passport
- Proof of residential address in my home country
- [Any additional documents required by the bank]

I am prepared to provide any further information or complete additional forms necessary to comply with your "Know Your Customer" (KYC) and Anti-Money Laundering (AML) policies. Please let me know the next steps in the application process.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]