

[Your Full Name]  
[Your Permanent Residential Address]  
[City, State/Province, Zip Code]  
[Country of Residence]  
[Your Email Address]  
[Your Phone Number]

[Date]

[Bank Name]  
[Department Name, if applicable]  
[Bank Address]  
[City, Country]

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

Dear Account Opening Manager,

I am writing to formally request the opening of a non-resident offshore bank account with [Bank Name]. I am a citizen of [Your Nationality] and currently reside in [Your Country of Residence].

The primary purpose for opening this account is [mention purpose, e.g., international investment, wealth management, or ease of international transactions]. I intend to maintain a balance of approximately [Currency and Amount] and expect to conduct [monthly/quarterly] transactions involving [mention types of transactions, e.g., wire transfers or currency exchange].

I have enclosed the following documentation for your review:

- Certified copy of my valid Passport
- Proof of residential address (Utility bill/Bank statement)
- Professional/Bank reference letter
- Proof of source of funds
- [List any other required documents]

Please let me know if any additional forms or information are required to complete this application. I am available for a video call or phone interview should your compliance procedures require it.

Thank you for your assistance. I look forward to your positive response.

Sincerely,

[Your Signature]

[Your Printed Full Name]