

[Your Name]
[Your Foreign Address Line 1]
[Your Foreign Address Line 2]
[Your Phone Number]
[Your Email Address]

[Date]

[Bank Manager's Name (if known)]
[Bank Name]
[Branch Address]
[City, State, Zip Code]

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

Dear [Bank Manager Name or "Account Services Department"],

I am writing to formally request the opening of a personal savings account at your institution as a Non-Resident Alien. I am a citizen of [Your Country] and do not reside permanently in the United States.

The purpose of this account is to [state reason, e.g., manage personal savings, facilitate international transfers, or pay for educational expenses]. I intend to fund the account initially with [Amount and Source of Funds].

To comply with your "Know Your Customer" (KYC) requirements, I have attached copies of the following documents for your review:

- Valid Foreign Passport
- Proof of Foreign Address (Utility Bill/Bank Statement)
- [Optional: Secondary ID or Visa copy if applicable]
- [Optional: IRS Form W-8BEN]

Please let me know if there are additional forms required or if I need to schedule an in-person appointment at your branch to finalize the application. I am available to discuss this further via phone at [Your Phone Number] or via email at [Your Email Address].

Thank you for your time and assistance with this matter.

Sincerely,

[Your Signature]
[Your Printed Name]