

[Your Full Name]
[Current Address in Host Country]
[Phone Number]
[Email Address]
[Date]

[Bank Name]
[Branch Name]
[Bank Address]

Subject: Request to Open a Personal Checking Account

Dear Branch Manager,

I am writing to formally request the opening of a personal checking account with [Bank Name]. I have recently relocated to [Country Name] for employment purposes and require a local account to manage my salary and personal finances.

I am currently employed as a [Your Job Title] at [Company Name] located in [City].

I have attached the following documents for your review:

- Copy of my valid Passport
- Copy of my Work Permit / Residence Visa
- Proof of Address (Utility bill/Rental agreement)
- Letter of Employment / Salary Certificate

Please let me know if there are additional forms to sign or further information required to process this application. I am available to visit the branch at your earliest convenience to finalize the account opening.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]