[**English**](#kix.c8dnlaebnefw) **/ Portuguese / French / Thai / Vietnamese / Spanish**

**English**

| **Brief**:  An email sent to partners in the target country who RSVPed yes but haven’t sent their documents to us. It will be sent via customer.io  **Target audience**:  Invited partners who haven’t submitted their documents |
| --- |

**Subject line**: [EVENT NAME] — have you submitted your docs?

Don’t forget to send your documents

Hi [PARTNER NAME],

We’re excited to see you at the upcoming [EVENT NAME].

To confirm your registration, we need the following documents from you by [**DD Mmm YYYY**]:

* [insert list of documents required]

Please send a copy of these documents to your country manager, [NAME], at [EMAIL ADDRESS] or [WHATSAPP NO] (WhatsApp), so that we can make the necessary arrangements for you, including accommodation and transportation.

If you have any questions, please contact your country manager.

We look forward to seeing you there!

**Subject line**: [EVENT NAME] — have you submitted your docs?

Don’t forget to send your documents

Dear [PARTNER NAME],

We’re excited to see you at the upcoming [EVENT NAME]. ‘

To ensure you have the best experience at this event, we need the following documents from you by [**DD Mmm YYYY**]:

* [insert list of documents required]

Please reply to this email with a copy of these documents so that we have make the necessary arrangements for you, including accommodation and transportation.

If you have any questions, please contact us via [live chat](https://deriv.com/?is_livechat_open=true) or [WhatsApp](https://api.whatsapp.com/send/?phone=35699578341&text&type=phone_number&app_absent=0).

If you have any questions, please contact your country manager, [NAME], at [EMAIL ADDRESS] or [WHATSAPP NO] (WhatsApp).

We look forward to seeing you there!