Dear Mr Andy Leong,

**Sample A**

Please find the draft email to Mr Chye Beng Hock of New World Construction below for your review.

Warm regards,

Jenn Tang

Dear Mr Chye Beng Hock,

I hope you have been well, especially with the amount of projects on your hands. Our company is very thankful for the work and effort that you have put into The Plains, which is our condominium in Choa Chu Kang.

Sunshine Suites, which is the construction site next to The Plains, was found with four mosquitos breeding areas. Their contractors were issued a Stop-Work-Order and they could lose their license due to the failure of complying with the National Environment Agency (NEA) after 3 cases of mosquito breeding previously.

With 35 of our workers coming down with dengue this year, we should be more vigilant at our construction sites. NEA has been taking stringent action against contractors at sites with mosquito breeding, including Stop Work Orders and prosecutions in Court. There is also an increased focus on areas that have higher potential for dengue transmission, such as construction sites. With our site being next to a mosquito breeding area, NEA will likely be checking more strictly. Even though the Stop-Work-Order is for a week, NEA will impose longer Stop-Work-Orders should it be necessary.

Our company understands that there have been several delays in the schedule due to unpredictable events. Therefore, we urge you to remind your workers to be diligent in ensuring that there is no stagnant water on the construction site to avoid the risk of workers coming down with dengue. The worst case-scenario would be a worker dying because of dengue, leading to issues such as insurance and compensation. It would also affect the reputation of both our companies, which is definitely not what we both want, and another delay in the completion of The Plains.

Thank you.

Yours sincerely,

Andy Leong