To: [leonga@DBL.com](mailto:leonga@DBL.com)

**Sample B**

From: [tangj@DBL.com](mailto:tangj@DBL.com)

Date: 8 August 2020

Subject: Draft to Mr Chye on the dengue situation

Dear Andy

As requested, this is the draft of email to Mr Chye on the dengue situation.

Best Regards

Jenn Tang

Subject: Dengue situation on The Plains development

Dear Mr Chye

I am writing this email to you as I am concern about the current dengue situation. I know it very difficult on your side to keep the project going and at the same time control the dengue situation. I truly understand your position. However, it is our responsibility to keep the environment dengue free. I believe that together we can achieve that.

I am sure that we would not like to be issued an immediate Stop Work Order from NEA. NEA have been rather strict on the rules recently due to the spike in number of dengue cases. They have issued 476 Notices to Attend Court and 49 Stop Work Orders, and 13 contractors have been prosecuted in Court for repeat offences to date. We both know that we cannot afford to get punish as this will result in delay for our project. The consequences for this, is something we both do not want to see. Furthermore, this could ruin our reputation as both a developer and a contractor if we are unable to finish the project within the 3-month period. I truly hope that our partnership will only bring us benefits. The only way to stop this from happening is to maintain a good level of housekeeping at our construction site.

Seeing a boom in the number of dengue cases worries me, I feel that we should come out with some preventive measures. For instance, re-applying anti-mosquito oil to all the water puddles more frequently. I trust you and your site supervisor will have a more detailed plan on these preventive measures. Please keep me update with the dengue situation. Not to worry, we are in this together. Let us do our best to complete this project in time safely. To more future collaborations!

Thankyou.

Yours Sincerely

Andy Leong