To: [Andyleong@dreambuilders.sg](mailto:Andyleong@dreambuilders.sg)

**Sample C**

From: [Jenntang@dreambuilders.sg](mailto:Jenntang@dreambuilders.sg)

Subject: Importance of a Dengue-free workplace <draft>

Dear Mr Leong,

As you requested, I have prepared the message with details of the seriousness and consequences of having dengue in the construction site to remind Mr Chye of the importance of a dengue-free workplace.

Regards

Jenn Tang

Dear Mr Chye,

I am sure you are aware of the Stop Work Order that has been issued to the construction site for Sunshine Suites, which is right beside our site. This problem with dengue breeding in work places is therefore too near to us to ignore.

Choa Chu Kang is currently a dengue hotspot, with six dengue clusters and 115 cases in the area being workers from the Sunshine Suites’ site. Residents are blaming construction sites for the rise in dengue cases.

Not only in Chua Chu Kang, the whole of Singapore is battling with dengue, with 9,697 cases of infection in the first half of this year. Not to forget, 35 of the workers on our site were infected and New World was fined $20,000.

Hence, I am sure you would like to prevent any further financial consequences, like being fined up to $50,000 if NEA finds any potential breeding sites.

Moreover, in the event of the construction site becoming a dengue breeding ground, any delay in the project would mean New World is liable to Dream Builders’ liquidated damages. With labour shortage, spike in cost of construction materials and increase in foreign worker levies, New World should probably avoid further financial losses.

If the construction site does in fact become a dengue breeding ground and our project is delayed, we would have to blacklist New World and cannot award more contracts to you in future. That would be a loss to both parties that should be prevented, considering our past successful contracts. Worst come to worst, repeated breeding of dengue would also mean losing your license.

I understand that as a responsible contractor, completing the project on time is of great importance to you. However, the risk of being issued a Stop Work Order that would set you back at least a week is huge and should not be risked.

That being said, there are definitely many steps you can take to prevent the above stated financial losses and administrative issues from affecting your work. Firstly, you can tighten checks on both the site and the workers’ quarters. Next, dispose of all debris, spray anti-mosquito oil in every crevice, wipe down the workers’ quarters. If it rains, do be reminded to re-apply anti-mosquito oil to all water puddles. Do not allow water to stagnate. Lastly, the site supervisor and all construction workers and sub-contractors have to work together vigilantly. For the full list of preventive measures that you can take, do refer to the NEA website at [www.nea.gov.sg](http://www.nea.gov.sg).

We look forward to partnering with New World for years to come.