Dear Andy,

**Sample F**

Here is the drafted email as requested,

Regards,

Jenn

Dear Mr Chye,

This is Andy from Dream Builders Limited (DBL). This email is a follow up from our call earlier today.

As an experienced contractor in the field, I believe you are aware of the possibility of potential mosquito breeding sites on construction sites. This has come to my concern as Choa Chu Kang has been listed as a dengue hotspot. Just today, the contractor for Sunshine Suites was issued with a Stop Work Order as the NEA found four mosquito breeding sites on their construction site. As a result, they were told to stop all work to clean up the site.

With The Plains situated right next to Sunshine Suites, I am afraid that a similar situation might happen to us. Given the previous fine of $20,000 for potential mosquito breeding sites, the next fine would be much worse – prosecution in Court, which could result in New World Construction losing its license. That aside, it is also our responsibility to ensure the well-being of our workers. This year alone, 35 of our workers have contracted dengue, and I hope that number doesn’t increase. If our workers are sick, or even worse – die, there will definitely be a delay in completion – not to mention the blow to our reputation.

Both of us are in the same boat when it comes to delays – you would have to pay us liquidated damages and we would have to compensate the owners of our condo units. With what happened to the construction of the hospital in Jurong some years ago, I’m sure you would want to avoid any delay.

With the current rise in dengue cases, NEA has announced that they will pay particular attention to high risk sites and those located within clusters – such as The Plains. I understand that you run on a tight schedule, but I hope that you see the severity of this issue and take some time to eradicate any possibility of mosquito breeding. Site supervisors and all construction workers should remain vigilant to prevent water from becoming stagnant. Some suggestions are to:

* Dispose of all debris
* Spray anti-mosquito oil in every crevice
* Wipe down the on-site workers’ quarters
* Apply anti-mosquito oil to all water puddles (reapply whenever it rains)

Mr Chye, I have worked with New World thrice, and I always admired your competitive prices and ability to deliver. It would be a waste to see your company be involved with dengue related issues, hence I hope that you would take the necessary actions. Looking forward to working with you on The Plains!

Best Regards,

Andy Leong

Dream Builders Limited