To: Andy Leong <Andy\_Leong@gmail.com>

**Sample G**

From: Jenn Tang <Jenn\_Tang@gmail.com>

Date: 6th August 2020

Subject: Draft to Mr Chye Beng Hock of New World Construction

Dear Andy,

Here is the draft you have requested.

Best,

Jenn

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Subject: Urgent Reminder to Heed National Environmental Agency (NEA) Guidelines

Dear Mr Chye,

I am Andy Leong, Team Leader, in-charge of The Plains project by Dream Builders Limited (DBL) and I had called you earlier today to bring some pressing matters to your attention. I hope that by the end of this email, your attitudes towards dengue and the guidelines placed by NEA would have changed. With the rise of dengue cases throughout Singapore, it is paramount that everyone who live and work on this island heed the rules and guidelines of the NEA. All organizations should prevent the spread of dengue wherever possible, both our organizations included. This is especially true when our project; The Plains is located within one of the hotspots of dengue. As a matter of fact, Sunshine Suites, the construction project adjacent to ours recently made the headlines as their contractor was issued a Stop Work Order (SWO) when mosquito breeding areas were found on their construction site.

I would like to bring this matter to your attention because a lot is at stake if we were found to be negligent in abiding the law. Both New World Construction (NWC) and DBL would encounter substantial losses, be it tangible or intangible. It should be made clear that should our project be issued with a Stop Work Order in the event that the construction site is a breeding ground for mosquitoes, we would be unable to carry on with the project that is already on a tight schedule. On your end, NWC would have to pay the fines of up to $50,000 for not adhering to NEA guidelines in addition to liquidated damages to DBL of $100,000 for every day of delay.

As well-established corporations, both our companies have the responsibility to exercise ethical practices. This means that the well-being of the community is put into consideration when making decisions and conducting our operations. Thus, in this case, we need to play our part, despite the trouble to practice our due diligence to prevent mosquitoes from breeding on the grounds of our construction site. Even though the fatality rate of dengue infections is relatively low in Singapore, this does not mean that we can turn a blind eye on the endemic. The last thing that I want for both our companies is to be a scapegoat for the increase in dengue cases in the area. This is especially true when our construction site is located in one of Singapore’s hotspots of dengue cases. More information on the dengue endemic in Singapore can be found [here](http://dengue.gov.sg/).

On a more personal level, as a team leader myself, I know the importance of saving face in the eyes of the public as well as our colleagues and especially our supervisors. This is especially so when you are constantly on the radar of the most important person in the organization. Thus, it would be in our best interests to meet the deadlines previously agreed on. The only way I see that happening is by ensuring that the construction project progresses smoothly and we pass every inspection done by the NEA. Therefore, I hope that you realize the gravity of the situation and will act accordingly.

Nevertheless, DBL understands that NWC is not in its prime on this project and that it is making tough decisions to ensure that they meet the deadlines set by its clients. To ensure that the situation does not deteriorate for your company, it would be in your best interest to follow the rules put in place by NEA. The following are some ways and practices that could be put in place to reduce the risk of breeding mosquitoes on the site:

* Spraying anti-mosquito oil into every crevice that water may seep into
* Proper disposal of debris such that it would not collect stagnant water
* Maintenance of the worker’s quarters and the site in general

In addition, it is of utmost importance that NWC applies the above-mentioned ways with due diligence – staying constantly vigilant and actively preventing the breed of mosquitoes. This is especially true when a hotspot for mosquito breeding is right next door. More details on how to combat dengue can be found [here](https://www.nea.gov.sg/dengue-zika/stop-dengue).

I hope that we can come to an agreement that the regulations set by NEA is just as important as any other government regulations that we need to abide by. It should be one of the many regulations that dictate how we conduct the operation on the project. It should lie at the heart of how we operate at the construction site.

It has come to my notice that previously, I had to actively query on the current state of the site to discover that several workers on our site were down with dengue. Despite the previous lack of transparency between the two organizations, DBL is willing to turn a blind eye if you are committed to a change of attitude on the issue of dengue in the area. You are expected to abide by the NEA guidelines religiously, just like any other building regulations.

Lastly, I would like to take this opportunity to commend you for consistently meeting our deadlines on our previous projects. When it boils down to it, you deliver. Thus we would like you to know that your good work does not slip under the radar and that you should continue your great work if more prospective projects between our companies are to be conceived in the future. If you have any further enquiries, please reach out to me at tel: 6342 2976 or email at Andy\_Leong@gmail.com

Regards,

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Andy Leong

Team Leader

Dream Builders Limited