



[This Sample Letter Does Not Contain Specific Details](#)

Our Ref: AWC14428/2026

January X, 2026

Director
XX Parking Lot Co., Ltd.
XX, Cup Road
Tuen Mun
New Territories
Hong Kong

Dear Sir/Madam,

Re: Suspected Case of Improper Treatment of Animals

Our organization recently received a report from a member of the public, accompanied by relevant video evidence, showing a black dog tethered outdoors by an iron chain at the entrance/exit of your parking lot.

From the provided footage, the dog appears to have a skin condition, which is a cause for concern. Furthermore, it was observed that the dog has been continuously tethered at the aforementioned location without apparent access to sufficient clean water or food.

According to Chapter 169 of the Laws of Hong Kong, the **Prevention of Cruelty to Animals Ordinance**, any person who “by wantonly or unreasonably doing or omitting to do any act, causes any unnecessary suffering” to an animal may commit the offense of cruelty to animals. Failure to provide necessary veterinary care for a sick animal, as well as failure to provide adequate food and water, can constitute acts prohibited by the aforementioned Ordinance.

Therefore, our organization solemnly advises you to immediately take the following necessary measures:

1. Arrange for the dog to receive veterinary examination and treatment promptly to address its skin condition and any other potential health issues.
2. Ensure the dog has access to sufficient, clean drinking water and appropriate food at all times.
3. Review its living environment and management practices to ensure its well-being and prevent it from enduring any unnecessary suffering.

We urge you to take this matter seriously and treat the animal with a responsible attitude. If the aforementioned situation persists, or if our organization subsequently discovers any further evidence suggesting you may have violated the **Prevention of Cruelty to Animals Ordinance**, we will have no choice but to refer this case, along with all evidence, to the law enforcement authorities for follow-up action. You may then face legal consequences, including prosecution, fines, and imprisonment.

You are requested to rectify the above situation within **seven days** to safeguard animal welfare. Our organization may conduct a follow-up review without further prior notice.

Should you have any inquiries, please do not hesitate to contact our organization.

Yours faithfully,

Senior Animal Welfare Inspector

XX Wong