

NOTICE OF DEFAMATION

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing this letter to formally address and warn you regarding the false accusations you have made against me, [Your Name], which were communicated on [insert date or time frame]. Specifically, you stated that [insert specific false statements].

These statements are not only untrue but also damaging to my reputation and have caused me significant emotional distress and financial loss. I demand that you cease and desist from making any further defamatory statements about me.

If these false statements are not retracted immediately, I will consider taking legal action against you for defamation. I hope we can resolve this matter amicably and without the need for litigation.

Please respond to this letter within [insert timeframe, e.g., 10 business days] to confirm that you will retract your statements and refrain from further defamatory actions.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]