

# Letter of Warning for Defamation

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Recipient's Name],

I am writing to formally address a matter of serious concern regarding the publication content which you have disseminated in [Insert Publication Name] on [Insert Publication Date]. Specifically, the article titled "[Insert Article Title]" contains statements that are not only untrue but also damaging to my reputation.

The statements made imply that [Insert Specific Allegations] which are completely false and misleading. Such assertions constitute defamation as they have resulted in harm to my character and/or livelihood.

I request that you cease and desist from making such defamatory statements and publish a retraction of the article within [Insert Time Frame] to rectify this matter. Please be advised that failure to comply may result in legal action being taken against you.

I hope we can resolve this issue amicably and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]