

Letter of Warning Regarding Defamation

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address an incident of defamation that has occurred as a result of your recent statements concerning me. On [insert date of incident], you made false and damaging statements regarding my character and professional reputation, specifically [insert details of the defamatory statements].

These statements are untrue and have caused significant harm to my reputation and emotional well-being. As a result, I am requesting that you cease and desist from making any further defamatory remarks and withdraw the previous statements immediately.

Please be advised that if you do not comply with this request, I will be forced to take legal action against you for defamation, including seeking damages for the harm caused.

I hope we can resolve this matter amicably. I request your response by [insert date, typically 10-14 days from the date of the letter].

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]