

Letter of Civil Litigation Initiation

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Re: Notice of Intent to Initiate Civil Litigation for Defamation

Dear [Recipient Name],

I am writing to formally notify you of my intent to initiate civil litigation against you for defamation. This communication serves to inform you of the specifics of the defamatory statements made by you on [date of the incident or statement], which have caused significant harm to my reputation.

The statements in question include:

1. [Describe the defamatory statements]
2. [Clearly outline how these statements are false and damaging]

Please note that these statements are false and were made with actual malice, resulting in [describe damages suffered]. I have attempted to resolve this matter amicably without resorting to legal action, but your failure to retract the statements and your continued dissemination of this information leave me with no choice.

If I do not receive a satisfactory response by [set a deadline, typically 14 days], I will proceed with filing a formal complaint against you in the appropriate court. I urge you to take this matter seriously and consider your options for resolution.

Sincerely,
[Your Name]