

Letter of Commencement of Defamation Proceedings

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

[Defendant's Name]
[Defendant's Address]
[City, State, Zip Code]

Dear [Defendant's Name],

Re: Commencement of Defamation Proceedings

I am writing to formally notify you of my intention to commence defamation proceedings against you due to false statements made by you on [specific date(s)] concerning [brief description of the defamatory statements].

These statements were not only untrue but also damaging to my personal and professional reputation. As a result, I seek to hold you accountable for the harm caused by your actions.

I urge you to take this matter seriously and advise you to seek legal counsel. Should you wish to discuss this matter further or propose a resolution, please do not hesitate to contact me within the next [specify a timeframe, e.g., 14 days].

If I do not receive a satisfactory response, I will have no choice but to escalate this matter through the appropriate legal channels.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]