

# Letter of Demand for Defamation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally demand the retraction of defamatory statements made by you on [specify date] which have caused significant harm to my reputation. The statements in question are: "[Quote the defamatory statements]".

These statements are false and have resulted in [explain damages, e.g., emotional distress, loss of income, etc.].

As such, I require that you cease and desist from making any further statements concerning me and provide a written retraction of your previous statements within [number of days - usually 10-14 days] from the date of this letter.

If a satisfactory resolution is not reached within the specified time, I will pursue all legal remedies available to me, including filing a defamation lawsuit against you.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]