

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally complain regarding defamatory statements made about me by [person's name or entity], which were communicated on [date] through [medium: social media, email, etc.]. These statements are false and have caused me significant personal and professional harm.

The specific statements that I believe to be defamatory include:  
[List the statements and any relevant context or evidence].

These defamatory remarks have led to [explain the impact of the statements, e.g., loss of job, damaged reputation, emotional distress].

I kindly request that you take this matter seriously and respond by [specific timeframe], addressing how you plan to rectify this situation, including [desired outcome: retraction, apology, etc.]. If these statements are not retracted and the necessary steps are not taken, I may have no choice but to pursue legal action.

Thank you for your attention to this serious matter. I look forward to your prompt response.

Sincerely,  
[Your Name]