

Letter of Intent to Initiate Defamation Legal Action

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my intent to pursue legal action against you for defamation. It has come to my attention that you have made false statements regarding me, which have adversely affected my reputation and well-being.

The specific statements that I consider defamatory are as follows:

- [Describe the statement or incident]
- [Describe another statement or incident]

These statements are not only untrue but have resulted in significant harm to my personal and professional life. I have retained legal counsel in this matter and am prepared to take further action if necessary.

I request that you cease and desist from making any further defamatory statements. Please respond to this letter by [Insert Deadline Date] to confirm your understanding and compliance.

Thank you for your prompt attention to this serious matter.

Sincerely,

[Your Name]