

# Letter of Intent to Sue for Defamation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## Re: Notice of Intent to Sue for Defamation

Dear [Recipient's Name],

I am writing to formally notify you of my intent to initiate a lawsuit against you for defamation. On [date of the alleged defamation], you made false statements regarding me to [details of where and how the statements were made].

The statements you made are untrue and have caused significant harm to my reputation, emotional distress, and financial loss. I believe your actions constitute defamation under [relevant jurisdiction's law].

I hope to resolve this matter amicably and encourage you to consider retraction and an apology to mitigate further damages. Should we not reach a satisfactory resolution within [insert timeline], I will pursue all necessary legal remedies available to me.

Please treat this letter as a serious legal notice. I suggest that you seek legal counsel regarding this matter.

Sincerely,

[Your Name]