

Legal Notification of Defamation

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

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

Dear [Recipient's Name],

Subject: Legal Notification for Defamation Claim

I am writing to formally address a matter of serious concern regarding defamatory statements that you have made about me. These statements, which I believe to be untrue and damaging to my reputation, were made on [insert date] and can be summarized as follows: [insert details of the defamatory statements].

This correspondence serves as a notification that the statements made are false and have caused significant harm to my personal and professional life. I demand that you cease and desist from further dissemination of these defamatory claims and issue a retraction within [insert time frame, e.g., 14 days] of receiving this letter.

If you do not comply with this request, I will be compelled to take legal action to protect my rights and seek compensation for the damages incurred.

Thank you for your immediate attention to this matter.

Sincerely,
[Your Name]