

Notice of Defamation Lawsuit Initiation

Date: [Insert Date]

To:

[Defendant's Name]

[Defendant's Address]

Dear [Defendant's Name],

This letter serves as formal notice that I, [Your Full Name], intend to initiate a lawsuit against you for defamation. Your recent statements made on [date], specifically [describe the statements], are false and have caused significant harm to my reputation, both personally and professionally.

Despite the serious nature of these claims, I would prefer to resolve this matter amicably and urge you to retract your statements and issue a public apology. Should you fail to do so by [insert deadline], I will have no choice but to pursue legal action.

Please govern yourself accordingly.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]