

Preliminary Letter for Defamation Litigation

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to formally notify you of potential legal action regarding statements you made about me on [insert date/location/platform of the alleged defamation]. These statements have caused significant harm to my reputation and have led to [insert specific damages, e.g., emotional distress, loss of employment, etc.].

The statements in question include [insert a brief description or quote of the defamatory statements]. As a result of your comments, I have experienced [insert specific consequences of the defamation].

I demand that you cease and desist from making further defamatory statements and that you retract your previous statements immediately. Failure to comply may result in legal action against you, including a lawsuit for defamation.

Please consider this letter as a final opportunity to resolve this matter amicably. I urge you to respond by [insert date] to discuss a potential resolution.

Sincerely,

[Your Name]