

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Legal Recourse Regarding Defamation

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address a matter of serious concern regarding false statements made about me that have resulted in significant harm to my reputation and well-being.

On [date of the incident], [briefly describe the defamatory statements and their impact]. These statements are not only untrue but have also caused [describe specific damages, e.g., emotional distress, financial loss].

Despite efforts to resolve this matter amicably, including [mention any attempts to address the issue], there has been no satisfactory resolution. Therefore, I am compelled to seek legal recourse and request that you cease and desist from making further defamatory statements.

Please consider this letter as a formal request for an immediate retraction of the statements and a written apology. I hope to resolve this matter promptly; however, if necessary, I will not hesitate to pursue legal action to protect my rights.

Thank you for your attention to this critical matter. I look forward to your prompt response.

Sincerely,

[Your Name]