

Defamation Action Prerequisite Notice

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 my intent to pursue legal action against you for defamation. It has come to my attention that you have made false statements regarding me to [specify audience, e.g., individuals, organizations], which have caused significant damage to my reputation and emotional distress.

The specific statements made include [describe the defamatory statements in detail]. These statements are untrue and were made with [negligence/malice].

As a prerequisite to any legal action, I am providing you with this notice to allow you an opportunity to retract your statements and to cease further dissemination. If you do not retract these statements within [number of days, typically 10-30], I will have no choice but to initiate formal legal proceedings against you for defamation.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]