

Preliminary Letter of Allegation 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]

Subject: Preliminary Letter of Allegation of Defamation

Dear [Recipient's Name],

I am writing to formally address certain statements attributed to you, which have come to my attention and which I believe are false and defamatory.

On or about [date], during [describe context - e.g., conversation, social media post, etc.], you made the following statements: "[quote statements]." These assertions are not only untrue, but they have also caused significant harm to my personal and professional reputation.

As the statements are both damaging and unfounded, I hereby request that you cease and desist from making any further defamatory remarks concerning me. Furthermore, I would appreciate a written retraction of the aforementioned statements within [number] days of receiving this letter.

Failure to comply with this request may result in legal action to seek remedies for the damages caused. I hope to resolve this matter amicably and look forward to your prompt response.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]