Defamation Case Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Defendant's Name]

[Defendant's Address]

[City, State, Zip Code]

Dear [Defendant's Name],

I am writing to formally notify you of a defamation case due to false statements made about me on [insert date or approximate timeframe] that have caused harm to my reputation.

The specific statements in question include: [Insert statements].

As a result of these misleading accusations, I have suffered [mention any damages or consequences].

I request that you cease and desist from making any further defamatory statements about me and issue a formal retraction by [insert deadline]. Failure to comply may result in legal action being taken against you to seek damages.

Please govern yourself accordingly.

Sincerely,

[Your Name]