

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Organization's Address]

[City, State, Zip Code]

Subject: Formal Communication of Defamation Claim

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address an issue of defamation that has arisen due to statements made about me by [Defendant's Name] on [Date of Incident].

On the aforementioned date, [describe the defamatory statement, including where it was made, and why it is false]. This statement is not only untrue but has caused significant harm to my reputation and emotional distress.

As a result, I request that you cease any further dissemination of these false statements and retract the original statement made publicly. I believe it is in our mutual interest to resolve this matter amicably. However, if this issue is not addressed promptly, I may seek legal action to protect my rights.

I look forward to your timely response to this serious matter, and I trust we can resolve it without further escalation.

Sincerely,

[Your Signature]

[Your Printed Name]