

Defamation Complaint Initial Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Defendant's Name]

[Defendant's Address]

[City, State, Zip Code]

Dear [Defendant's Name],

I am writing to formally notify you of a serious matter regarding false and defamatory statements made by you about me.

On [Insert Date of Incident], you made statements claiming that [Insert Specific Statements], which are untrue and have caused severe harm to my reputation and emotional well-being.

These claims are not only baseless but have also resulted in [Insert Consequences, e.g., job loss, emotional distress]. Under the law, such statements may constitute defamation.

I request that you cease the dissemination of these false statements and provide a written retraction within [Insert Time Frame, e.g., 14 days] from the date of this notice.

Should you fail to respond adequately, I will have no choice but to pursue further legal action to protect my rights.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]