

# Defamation Grievance Alert

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address a serious matter concerning defamatory statements that have been made about me. These statements have caused harm to my reputation and have severely impacted my personal and professional life.

The specific statements in question were made on [insert date or approximate time] and can be summarized as follows: [insert the defamatory statements]. These statements are false and have led to [insert details of the harm caused].

I kindly request that you take the necessary steps to investigate this matter and retract the false statements made. I also expect a written apology to be issued.

Please treat this matter with the urgency it deserves. I look forward to your prompt response and resolution of this grievance.

Sincerely,

[Your Name]