

# Notice of Impending Defamation Litigation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my intention to pursue legal action against you for defamation regarding statements made by you on [specify date] concerning [describe the specific statements and their context]. These statements have caused significant harm to my personal and professional reputation.

Despite my previous efforts to resolve this matter amicably, to date, I have not seen any retraction or apology from you. Consequently, I believe that this situation necessitates taking legal measures to protect my interests.

Please treat this notice as a final opportunity to resolve the matter without resorting to litigation. I urge you to respond to this letter by [insert deadline, e.g., 14 days from the date above] to discuss a possible resolution.

Should I not receive a satisfactory response by the mentioned date, I will have no choice but to initiate legal proceedings against you.

Sincerely,

[Your Name]