

# Letter for Digital Content Removal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient's Position]

[Company/Website Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Request for Digital Content Removal Due to Defamation**

Dear [Recipient Name],

I am writing to formally request the removal of certain digital content that I believe is defamatory towards me. The specific content in question is located at [insert URL or link to the defamatory content].

The information included in this content is false and misleading, causing harm to my reputation and standing in the community.

As the affected party, I request your prompt attention to this matter. Please remove the defamatory content within [insert reasonable time frame, e.g., 7 days] of receiving this letter, or I may need to pursue further action.

Thank you for your attention to this serious matter. I look forward to your swift response.

Sincerely,

[Your Name]