

# Cease and Desist Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request that you cease and desist from making defamatory statements regarding me. It has come to my attention that you have been [describe the defamatory statements and where they were made, e.g., social media, email, etc.]. These statements are false and have caused significant harm to my reputation.

Defamation is a serious offense, and I require you to immediately stop making these statements. You are hereby requested to retract your statements publicly and refrain from making any further defamatory remarks. Failure to comply with this request may result in legal action being taken against you.

Please confirm in writing that you will cease all defamatory communications by [specify a date, e.g., within 10 business days].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]