

# Defamation Retraction Request

Your Name  
Your Address  
City, State, ZIP Code  
Email Address  
Phone Number  
Date

Recipient Name  
Recipient Title  
Company/Organization Name  
Address  
City, State, ZIP Code

Dear [Recipient Name],

I am writing to formally request a retraction of the defamatory statements made about me in [specific publication or communication, e.g., an article, social media post, etc.] dated [date]. The statements in question falsely claim that [describe the defamatory statements], which has caused significant harm to my reputation and personal life.

I urge you to take immediate action to retract these statements and issue a public correction in the same medium where the original statements were made. Failure to do so may result in further legal action.

I appreciate your prompt attention to this serious matter and look forward to your response.

Sincerely,  
[Your Name]