

Defamation Warning Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Defamation Warning

Dear [Recipient's Name],

I am writing to formally notify you of my serious concern regarding defamatory statements that you have made about me. It has come to my attention that you have [describe the statement or statements], which are false and have caused significant harm to my reputation.

These statements are not only untrue but have also caused me emotional distress and financial damage. As such, I demand that you cease and desist from making any further defamatory statements about me and retract the existing statements immediately.

I hope we can resolve this matter amicably. However, if you do not comply, I may have no choice but to take legal action to protect my rights.

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]