

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the retraction of certain remarks that were made on [insert date of the remarks] regarding me, which I believe are defamatory in nature.

The statements in question, stated during [mention the context, e.g., an interview, meeting, publication], imply [briefly summarize the remarks and why they are defamatory]. These claims are untrue and have caused significant harm to my reputation and personal well-being.

I kindly ask you to issue a formal retraction of these statements and provide a clarification to those who were misled by the original remarks. Taking this action will not only rectify the situation but also uphold the integrity of your [company/organization] as a truthful and responsible entity.

Please let me know your decision regarding this request no later than [insert response deadline]. I look forward to your prompt reply and hope to address this matter amicably.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]