

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to address some concerns regarding statements made about me that have recently come to my attention. It appears that these statements have potentially harmed my reputation and may be considered defamatory.

Specifically, on [date], it was reported that [describe the statement and where it was published or disseminated]. This statement is not only inaccurate but has also caused [explain the impact on your life or career].

I believe it is important to resolve this matter amicably and professionally. I kindly request that you review this situation and take appropriate action to correct the misinformation. I am open to discussing this further and would appreciate any assistance you can provide in rectifying this matter.

Thank you for your attention to this serious issue. I look forward to your prompt reply.

Sincerely,

[Your Name]