

Letter of Clarification Regarding Defamation Charge

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address and clarify the allegations of defamation made against me in relation to [specific incident or statement]. It has come to my attention that [briefly describe the charge or situation].

To clarify, my statement/action on [specific date/incident] was intended to [explain your intent or reason]. I believe that [provide evidence or reasoning that supports your position].

I strongly deny the claims of defamation as my intent was never to harm or mislead. I strive to maintain integrity and honesty in my communications and relations.

I hope this letter provides clarity on the situation, and I am open to discussing this matter further to resolve any misunderstandings.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]