

Letter of Dispute Regarding Defamation Allegations

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally dispute the allegations of defamation made against me in your recent [letter/email/publication] dated [date of the letter/email/publication]. The claims you have presented are unfounded and have caused significant harm to my reputation.

Specifically, the statement that [quote or summarize the statement in question] is not only untrue but also misleading. I assert that I have acted [describe your actions or intentions that counter the defamation]. Furthermore, it is essential to acknowledge that these allegations lack any substantiated evidence.

I request that you provide any evidence supporting your claims or retract the defamatory statement immediately. Failure to address this matter may prompt me to consider further legal action to protect my reputation.

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

Sincerely,

[Your Name]