

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally respond to the defamation claims made against me in your letter dated [date of original letter]. I find these allegations to be unsubstantiated and completely unfounded.

Specifically, the statements regarding [describe specific allegation] are not only inaccurate but also damaging to my reputation and professional standing. I assure you that I have always conducted myself with integrity and professionalism.

Furthermore, I request that you cease and desist from making further defamatory statements regarding my character, as such actions could lead to legal repercussions. I am prepared to defend my reputation vigorously and will take all necessary measures to protect my rights.

Please consider this letter a formal notification of my position regarding these claims. I hope to resolve this matter amicably and look forward to your prompt response.

Sincerely,

[Your Name]