

# Letter of Demand for Retraction and Apology

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally demand a retraction and an apology regarding the statements made by you/[Company/Organization Name] on [Date of Incident]. The statements made in [specific publication, interview, or platform] have caused substantial harm to my reputation and have been proven to be false.

Specifically, [briefly outline the false statements and their impact]. As a result, I request that you publicly retract these statements and issue a written apology no later than [specific date]. Failure to comply with this request may lead to further legal actions.

I trust you will treat this matter with the urgency it deserves and look forward to your prompt response.

Sincerely,

[Your Name]