

# Cease and Desist Letter for Defamatory Statements

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request that you cease and desist from making defamatory statements about me. On [date], you made comments regarding [specific statements or behavior], which are false and have caused irreparable harm to my reputation.

Please be advised that these statements are untrue and constitute defamation under [State] law. I have documentation and witnesses that can corroborate my position.

Therefore, I demand that you immediately refrain from making further defamatory statements and retract the false statements already made by [specific date]. Failure to comply with this request could result in legal action.

Thank you for your attention to this matter.

Sincerely,

[Your Name]