

Letter of Intent to File Defamation Lawsuit

[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 notify you of my intent to file a defamation lawsuit against you due to the false statements you made regarding me on [specific date]. These statements have caused significant harm to my reputation and have resulted in [specific damages, such as financial loss, emotional distress, etc.].

The specific statements made were:
[Detail the defamatory statements made].

I hereby demand that you cease and desist from making any further defamatory statements about me and retract your previous statements. If you fail to do so by [insert deadline], I will have no choice but to proceed with legal action.

Thank you for your immediate attention to this matter.

Sincerely,
[Your Name]