

Cease and Desist Letter for Defamation

[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 the dissemination of false and defamatory statements about me. It has come to my attention that you have been making statements that are untrue and damaging to my reputation, including but not limited to [specific statements/claims].

Your statements are not only unsubstantiated but also harmful and constitute defamation under [relevant law or statute]. I demand that you immediately retract these statements and refrain from making further defamatory comments regarding me.

If you do not comply with this request within [number] days, I will have no choice but to take further legal action to protect my rights and reputation.

Thank you for your prompt attention to this serious matter.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]