

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 notify you of defamatory statements that you have made regarding me. It has come to my attention that on [specific date], you communicated false and damaging information to [specific individuals or groups]. These statements include [insert specific statements or allegations], which are entirely untrue and harmful to my reputation.

Your defamatory statements are not only false but have also caused me significant emotional distress and have damaged my personal and professional life. I demand that you cease and desist from making any further defamatory remarks about me and retract your previous statements.

If you do not comply with this request within [specific time frame, e.g., 14 days], I may be forced to pursue legal action against you to protect my rights and seek compensation for the damages caused by your actions.

Thank you for your prompt attention to this matter. I hope to resolve this issue amicably.

Sincerely,

[Your Name]