

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

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

Dear [Plaintiff's Name],

Re: Response to Defamation Lawsuit

I am writing in response to your lawsuit filed against me for defamation, dated [date of lawsuit]. After careful consideration, I must deny the allegations made against me in their entirety.

The statements in question are [briefly describe the statements], which were made in [context of the statements]. I firmly believe that these statements are not defamatory as they are [state your reasons, e.g., true, opinion, etc.].

I have evidence to support my claims and I am prepared to present this evidence in court. I urge you to reconsider the validity of your lawsuit and engage in dialogue to resolve this matter amicably.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

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