

Response to Defamation Allegation

[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 in response to the recent allegations of defamation made against me in relation to [Briefly State Nature of the Allegations]. I take these accusations very seriously and would like to address them directly.

Firstly, I would like to clarify that [Provide Your Position or Defense Regarding the Allegations]. It is important to note that the statements made were [Explain Any Relevant Context or Truth].

Furthermore, I wish to emphasize that [State Any Evidence or Documentation Supporting Your Position]. I believe this information will help clarify any misunderstandings and demonstrate that the claims are unfounded.

I invite an open dialogue regarding this matter to resolve any issues amicably. Please feel free to contact me at your earliest convenience to discuss this further.

Thank you for your attention to this important matter.

Sincerely,
[Your Name]