

Letter of Intent - Defamation Claim

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address an issue of online defamation that has caused me significant emotional distress and harm. On [insert date], I discovered that you posted false information about me on [insert platform, e.g., social media, blog, etc.]. The statements made are not only untrue but have intentionally been crafted to inflict harm on my reputation.

The specific statements that are defamatory include:

- [Insert statement or claim made]
- [Insert another statement or claim made]

These statements are damaging to my personal and professional reputation and have resulted in [insert specific harms, e.g., loss of employment, emotional distress].

I request that you cease and desist from making further statements and that you retract the ones already made. Failure to do so will result in my pursuing legal action against you for damages arising from your defamatory statements.

I would appreciate your prompt attention to this matter. I hope to resolve this issue amicably.

Sincerely,

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