

Letter of Defamation Claim

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

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

Subject: Formal Request for Retraction of Defamatory Statements

Dear [Recipient's Name],

I am writing to formally request the immediate retraction and removal of the defamatory statements made about me on [Date] in [Specify the online platform, e.g., blog, social media]. The statements made are untrue and have caused significant harm to my reputation.

The specific statements in question are as follows:
[Quote or describe the defamatory statements]

This information is false and damaging, and I demand a retraction of these statements within [Specify a timeframe, e.g., 14 days] of receiving this letter. Failure to comply may result in legal action to protect my rights and reputation.

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

Sincerely,
[Your Name]