

# Letter of Demand for Defamation

Date: [Insert Date]

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

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

Dear [Defendant's Name],

I am writing to formally demand the retraction of false and defamatory statements made about me in the article titled "[Insert Title of Article]" published on [Insert Date] in [Name of Publication].

The article contains the following statement: "[Insert Defamatory Statement]", which is completely false and has caused significant harm to my reputation and emotional distress.

As a result of the aforementioned statements, I have suffered damages including, but not limited to, loss of income, emotional distress, and damage to my reputation. I request that you retract the defamatory statements and issue an apology in the next issue of your publication.

Please consider this letter as a formal demand for retraction within [Insert Timeline, e.g., 14 days] of receipt of this letter. Failure to do so will compel me to consider legal action to protect my rights.

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

Sincerely,  
[Your Name]