

Letter of Demand for Defamation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address and demand a retraction of the slanderous remarks you made about me on [insert date(s)] in [specific location or context, e.g., during a public event, on social media, etc.]. These statements, which include but are not limited to [briefly describe the remarks], are false and have caused significant harm to my reputation and emotional well-being.

As a result of your actions, I have suffered [describe damages, e.g., loss of employment opportunities, emotional distress]. It is my intention to resolve this matter amicably, and I ask that you provide a written retraction and public apology by [insert deadline]. If you fail to do so, I will have no option but to consider legal action to protect my interests.

Please treat this letter as a serious matter and respond promptly to avoid further escalation. I look forward to your cooperation in resolving this issue.

Sincerely,

[Your Name]