

# Letter of Demand for Defamation

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

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally demand the retraction of false statements made about me and my business, [Your Business Name], which have caused significant reputational harm and financial loss.

On [Date], you [describe the defamatory statement or action], which is untrue and has adversely affected my professional standing and operations.

This correspondence serves as a demand for you to cease and desist from further dissemination of these falsehoods and to retract the statements publicly by [specific date]. Failure to comply will leave me with no option but to pursue legal action against you for defamation.

I trust you will give this matter the serious attention it deserves. Please respond promptly.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Your Business Name]