

# Letter of Demand for Defamation

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

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

## **Subject: Demand for Retraction of Defamatory Statements**

Dear [Recipient's Name],

I am writing to formally address and demand the immediate retraction of certain defamatory statements you made regarding me in personal communications, which have caused significant harm to my reputation.

Specifically, on [date of statements], you stated [insert specific statements]. These statements are false and were made with malicious intent or with reckless disregard for their truth.

As a result of your actions, I have suffered [describe any damages, emotional distress, loss of income, etc.]. I request that you cease and desist from making any further statements regarding me, and retract your prior statements in writing by [set a deadline, e.g., 14 days from receipt of this letter].

If we are unable to resolve this matter amicably, I am prepared to take all necessary legal actions to protect my reputation and seek damages for the harm caused.

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]