

# 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]

Dear [Recipient's Name],

I am writing to formally address a matter of grave concern regarding the unauthorized use of my name in [specific context, e.g., an article, advertisement, etc.], which has resulted in defamation of my character.

On [date], I discovered that you have used my name [describe how it was used] without my consent. This unauthorized usage has not only misrepresented my character but has also caused me significant emotional distress and harm to my reputation.

As a result of your actions, I hereby demand that you take the following actions:

- Cease and desist from any further use of my name in any form.
- Issue a public retraction and apology for the unauthorized use of my name.
- Compensate me for any damages incurred as a result of this defamation.

Please be advised that if these demands are not met within [specified time frame, e.g., 14 days], I will have no choice but to pursue legal action against you for defamation.

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

Sincerely,

[Your Name]  
[Your Title or Position, if applicable]