

# Letter of Online Defamation Claim

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

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

Dear [Defendant's Name],

I am writing to formally notify you of my claim for defamation regarding false statements made about me on [specific platform, e.g., social media, blog] on [date of occurrence]. The statements in question are as follows:

"[Quote the defamatory statement]"

These statements are false and have caused significant harm to my reputation, resulting in [describe any damages you have suffered, such as loss of job, emotional distress, etc.].

As a result of this defamation, I hereby request that you take down the defamatory content and cease any further dissemination of false information about me. Should you fail to comply within [time frame, e.g., 14 days], I will have no choice but to pursue legal action to protect my rights and reputation.

I recommend that you seek legal counsel regarding this matter.

Sincerely,

[Your Name]