

Formal Grievance for Online Defamation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address a grievance regarding defamatory statements made about me online. On [insert date], it came to my attention that [describe the defamatory content, including where it was found and any relevant details].

The statements made are both false and damaging to my reputation, and have resulted in [describe any harm suffered, such as emotional distress, loss of business opportunities, etc.]. I believe this situation must be addressed promptly to mitigate further harm.

I kindly request that you take immediate action to remove or correct this defamatory content and inform me of the steps you intend to take. I look forward to your prompt response to resolve this matter amicably.

Thank you for your attention to this serious issue.

Sincerely,

[Your Name]