

Defamation Retraction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a retraction of a statement made about me that is defamatory in nature and was published on [Specify Platform/Website] on [Insert Date]. The statement in question is as follows:

"[Insert Defamatory Statement]"

This statement is false and has caused significant harm to my reputation and personal well-being. I believe it is essential to address this matter promptly to prevent further damage.

I kindly request that you retract the statement and publish an apology in a similar manner to the original post by [Specify Deadline]. If the retraction is not made by the mentioned date, I may have to consider further legal actions.

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

Sincerely,

[Your Name]