

SENT VIA CERTIFIED MAIL / EMAIL

[Sender Name]
[Sender Title]
[Company Name]
[Address]
[City, State, Zip Code]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title/Company]
[Address]
[City, State, Zip Code]

RE: NOTICE TO CEASE AND DESIST, DEMAND FOR RETRACTION, AND SETTLEMENT OFFER

Dear [Recipient Name],

This law firm represents [Company Name] ("our Client") in regards to certain false, defamatory, and injurious statements made by you. This letter constitutes a formal demand that you immediately cease and desist from making further defamatory statements and take the corrective actions outlined below to avoid formal legal proceedings.

1. THE DEFAMATORY STATEMENTS

On or about [Date], you published the following statements via [Platform/Medium, e.g., Twitter, LinkedIn, Press Release]:

"[Quote the specific false statements here]"

2. FALSITY AND MALICE

These statements are demonstrably false. Specifically, [Explain why the statements are false]. These assertions have been made with either knowledge of their falsity or a reckless disregard for the truth, causing significant commercial disparagement and harm to our Client's professional reputation.

3. DAMAGES

As a direct result of your actions, our Client has suffered [quantifiable damages, e.g., loss of contracts, decrease in stock value, or reputational harm estimated at \$XXX,XXX]. Under applicable law, you are liable for these compensatory damages, as well as potential punitive damages and legal fees.

4. DEMAND FOR RETRACTION AND SETTLEMENT

To resolve this matter without litigation, our Client demands that you comply with the following by [Deadline Date]:

- Immediately remove and delete all defamatory content from all platforms under your control.
- Publish a formal, written retraction and apology in a format approved by our Client.
- Cease and desist from making any further disparaging or false remarks regarding our Client.
- Pay the sum of \$[Dollar Amount] as a settlement for damages incurred to date.

5. PRESERVATION OF EVIDENCE

You are hereby instructed to preserve all documents, emails, logs, and electronic data related to these statements. Failure to do so may result in sanctions for spoliation of evidence.

This letter is a confidential settlement communication protected by [Applicable Rule/Statute]. It is sent without prejudice to our Client's rights, all of which are expressly reserved. Should you fail to comply by the deadline, we have been instructed to pursue all available legal remedies in court.

Please govern yourself accordingly.

Sincerely,

[Signature]

[Name of Attorney/Authorized Representative]

[Firm Name]