

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Address]

**RE: RETRACTION OF SLANDEROUS STATEMENTS AND PROPOSAL FOR
FINANCIAL SETTLEMENT**

Dear [Recipient Name],

I am writing to you regarding certain false and defamatory statements made by you on [Date] at [Location/Platform] concerning [Subject of Slander].

These statements, specifically [Insert specific false statements made], are demonstrably false and have caused significant damage to my professional reputation and financial standing. Under applicable laws, these actions constitute slander per se.

To resolve this matter without proceeding to formal litigation, I require the following actions to be completed by [Deadline Date]:

1. **Full Retraction:** You must issue a formal, written retraction and apology. This statement must be distributed to all parties who heard or received the original slanderous information.
2. **Cease and Desist:** You must immediately cease and desist from making any further false or defamatory statements regarding my character or professional conduct.
3. **Financial Settlement:** You must pay the sum of \$[Amount] as compensation for the damages, lost opportunities, and legal costs incurred as a result of your statements.

Upon receipt of the signed retraction and the settlement payment in full, I will agree to release you from any further civil liability regarding this specific matter.

Please be advised that if these terms are not met by the aforementioned date, I have instructed my legal counsel to file a formal lawsuit to seek maximum compensatory and punitive damages, as well as recovery of all legal fees.

I look forward to your prompt compliance.

Sincerely,

[Your Signature]

[Your Printed Name]