

SENT VIA [EMAIL / CERTIFIED MAIL]

Date: [Date]

TO:

[Recipient Name]

[Recipient Address]

[Recipient Email/Social Media Handle]

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

Dear [Recipient Name],

This letter is formal notice regarding false and defamatory statements you published about [Your Name/Company Name] on [Social Media Platform] on [Date of Post].

Specifically, you stated: "[Quote the exact defamatory language used]".

These statements are factually false and constitute libel per se. Your publication of these statements has caused significant harm to [Your Name/Company Name]'s reputation, resulting in [mention specific damages, e.g., lost business, emotional distress, or loss of employment].

DEMANDS

To avoid immediate legal action, I demand that you fulfill the following requirements by [Time] on [Date]:

- Immediately and permanently remove the post(s) located at [URL of Post];
- Publish a formal, public retraction and apology on the same platform, to remain visible for no less than [Number] days;
- Cease and desist from making any further defamatory statements regarding [Your Name/Company Name];
- Pay the sum of \$[Amount] as a settlement for damages incurred to date.

LEGAL NOTICE

Failure to comply with these demands within the timeframe specified will result in the commencement of formal legal proceedings against you for defamation, seeking compensatory damages, punitive damages, and recovery of legal fees. Furthermore, you are hereby instructed to preserve all evidence related to these posts, including screenshots, direct messages, and engagement logs.

This letter is sent without prejudice to my rights and remedies, all of which are expressly reserved.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]