

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Name of News Station/Media Outlet]  
[Name of Specific Producer or Executive]  
[Station Address]  
[City, State, Zip Code]

## **RE: FORMAL DEMAND FOR RETRACTION AND SETTLEMENT OFFER**

Dear [Name of Contact],

This letter concerns the broadcast aired on [Date of Broadcast] at [Time] titled "[Title of Segment or Program]," in which [Name of Reporter/Anchor] made several false and defamatory statements regarding [Your Name/Company Name].

Specifically, the following statements are false and constitute slander per se:

- [Insert specific false quote #1]
- [Insert specific false quote #2]

The true facts are as follows: [Briefly state the truth regarding the false points above].

These broadcasts have caused significant harm to [Your Name/Company Name]'s reputation and have resulted in [mention specific damages, e.g., loss of business, emotional distress].

## **DEMAND FOR RETRACTION**

To mitigate further legal action, I hereby demand that you issue a full, public retraction of these statements. This retraction must be broadcast during the same time slot as the original segment and published on all digital platforms where the original content was hosted. The retraction must acknowledge that the previous statements were factually incorrect.

## **SETTLEMENT PROPOSAL**

In addition to a public retraction, [Your Name/Company Name] is willing to release [Media Outlet Name] from all further legal liability regarding this matter in exchange for a settlement payment in the amount of \$[Dollar Amount]. This offer is made for the purpose of avoiding protracted litigation and is valid until [Expiration Date/Time].

Failure to comply with these demands by [Deadline Date] will result in the commencement of formal legal proceedings to seek compensatory and punitive damages.

Sincerely,

[Signature]

[Your Printed Name]