

SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Date]

[Recipient Name/Editor-in-Chief]

[Publication Name]

[Street Address]

[City, State, Zip Code]

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

To [Recipient Name/Legal Department]:

This law firm represents [Your Name/Client Name] regarding the defamatory article published in [Publication Name] on [Date of Publication], titled "[Title of Article]" (the "Article").

The Article contains several false and defamatory statements concerning [Your Name/Client Name], including but not limited to:

- [Specify False Statement 1]
- [Specify False Statement 2]

These statements are provably false, were published with [negligence/actual malice], and have caused significant harm to my client's professional reputation and personal standing. Under the laws of [Your State/Jurisdiction], these actions constitute libel per se.

DEMAND FOR RETRACTION

In accordance with [State Statute if applicable], we hereby demand that you immediately:

1. Permanently remove the Article from your digital archives and website.
2. Publish a full, prominent, and unconditional retraction and apology in your next print edition and on the homepage of your website.
3. Cease and desist from any further publication of defamatory statements regarding my client.

SETTLEMENT DEMAND

To resolve this matter without the commencement of formal legal proceedings, my client is prepared to release all claims against [Publication Name] in exchange for the retraction mentioned above and a settlement payment in the amount of \$[Dollar Amount]. This sum represents compensation for general damages, loss of business opportunities, and legal fees incurred to date.

PRESERVATION OF EVIDENCE

You are hereby instructed to preserve all documents, drafts, editorial notes, emails, and internal communications related to the research, writing, and publication of the Article. Failure to do so will result in a claim for spoliation of evidence.

We expect a formal response by [Date, typically 5-10 business days]. Failure to comply with these demands will leave my client with no choice but to pursue all available legal remedies, including a lawsuit for compensatory and punitive damages.

Sincerely,

[Your Signature/Attorney Signature]

[Your Printed Name]

[Law Firm Name, if applicable]