

**PRIVILEGED AND CONFIDENTIAL
FOR SETTLEMENT PURPOSES ONLY**

Date: [Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Address]

RE: Retraction of Statements and Settlement of Defamation Claims

Dear [Recipient Name],

I am writing to formally address the statements made by me on [Date] regarding [Executive Name] and [Company Name]. Upon further review of the facts, I acknowledge that certain statements were inaccurate and/or lacked proper context.

1. Formal Retraction

I hereby unconditionally retract the following statements: [Insert specific statements]. I acknowledge that these statements may have caused harm to the professional reputation of [Executive Name] and the business interests of [Company Name].

2. Settlement Terms

In consideration for a full release of all potential legal claims related to these statements, I agree to the following:

- Immediate removal of all defamatory content from [Platforms/Websites].
- Issuance of a formal apology in the form attached as Exhibit A.
- Payment of [Amount, if applicable] as a settlement fee.
- A permanent injunction against making further disparaging remarks regarding the parties involved.

3. Confidentiality and Non-Disparagement

Both parties agree to keep the terms of this settlement and the underlying dispute strictly confidential. Neither party shall make any negative or disparaging remarks about the other following the execution of this agreement.

4. Release of Liability

Upon fulfillment of the terms listed above, [Company Name] and [Executive Name] agree to release, acquit, and forever discharge me from any and all claims, demands, or causes of action arising from the aforementioned statements.

Please indicate your acceptance of these terms by signing below and returning a copy by [Deadline Date].

Sincerely,

[Your Name]

ACCEPTED AND AGREED:

[Authorized Representative Name/Title]

Date: