

SENT VIA [CERTIFIED MAIL / EMAIL]

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

[Date]

[Editor-in-Chief / Legal Counsel Name]
[News Organization Name]
[Organization Address]

**RE: FORMAL DEMAND FOR RETRACTION AND SETTLEMENT REGARDING
LIBELOUS ARTICLE**

To [Name of Editor or Organization]:

This letter concerns an article published by [News Organization Name] on [Date] titled "[Title of Article]," written by [Author's Name], and located at [URL of Article].

The Article contains false and defamatory statements concerning [My Name / My Company]. Specifically, the following statements are demonstrably false:

- "[Quote False Statement 1]"
- "[Quote False Statement 2]"

These statements are libelous per se as they falsely accuse [Me / My Company] of [describe harm, e.g., criminal activity, professional incompetence, or ethical violations]. These claims were published with [actual malice / negligence] and have caused significant damage to my reputation, business interests, and emotional well-being.

DEMAND FOR RETRACTION

Pursuant to [applicable state/country law, if known], I hereby demand that you immediately:

1. Permanently remove the Article from your website and all digital platforms.
2. Publish a full, prominent, and public retraction and apology on your website and in any upcoming print editions.
3. Issue instructions to third-party search engines to de-index the defamatory content.

DEMAND FOR SETTLEMENT

To compensate for the damages already incurred, including [legal fees, loss of business, or specific financial loss], I demand a settlement payment in the amount of \$[Dollar Amount]. This offer is made for the purpose of avoiding litigation and is valid until [Deadline Date].

Failure to comply with these demands by [Time] on [Date] will result in immediate formal legal action to seek compensatory damages, punitive damages, and injunctive relief.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]