

**URGENT: FOR SETTLEMENT PURPOSES ONLY**

[Sender Name]  
[Sender Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: Notice of Defamatory Statements and Demand for Retraction**

Dear [Recipient Name],

This letter is a formal notice regarding certain false and defamatory statements made by you concerning [Client/My Name]. On [Date], you published the following statements via [Platform/Medium, e.g., Facebook, Email, Public Speech]:

*"[Insert exact quote of defamatory statement here]"*

These statements are provably false, malicious, and have caused significant harm to [Client/My Name]'s personal and professional reputation. Under applicable law, these statements constitute defamation per se.

In an effort to resolve this matter without the commencement of formal legal proceedings, [Client/I] propose the following settlement terms:

1. **Immediate Removal:** You must permanently delete and remove the defamatory content from all platforms under your control.
2. **Public Retraction:** You must issue a formal, written retraction and apology in the same forum where the original statement was made, using the language provided in the attached "Exhibit A."
3. **Cease and Desist:** You must agree in writing to cease making any further false or disparaging remarks regarding [Client/My Name].
4. **Damages:** You must pay the sum of \$[Amount] as compensation for the professional harm and legal costs incurred to date.

If these terms are met by [Deadline Date/Time], [Client/I] will agree to release you from further civil liability regarding this specific incident. However, if you fail to comply, we are prepared to file a lawsuit seeking compensatory damages, punitive damages, and recovery of all legal fees.

This letter is sent without prejudice to [Client/My Name]'s rights and remedies, all of which are expressly reserved.

Please govern yourself accordingly.

Sincerely,

[Signature]

[Printed Name]

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**EXHIBIT A: REQUIRED RETRACTION TEXT**

"On [Date], I made certain statements regarding [Name]. I now acknowledge that those statements were factually incorrect and unfounded. I formally retract those statements and apologize for any harm or distress they caused."