

VIA CERTIFIED MAIL

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

[Date]

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

RE: CEASE AND DESIST - DEFAMATORY AND SLANDEROUS STATEMENTS

Dear [Recipient Name],

This letter is a formal demand that you immediately cease and desist from making false, defamatory, and slanderous statements regarding [Your Name/Company Name].

It has come to our attention that you have been communicating false information to third parties, including but not limited to [mention specific platforms, e.g., social media, review sites, or industry peers]. Specifically, you have stated that: [Describe the specific false statements made].

These statements are demonstrably false, malicious, and have been made with the intent to damage our professional reputation and business operations. Under applicable law, such actions constitute defamation (slander/libel) and may subject you to significant legal liability, including compensatory and punitive damages.

We hereby demand that you:

- Immediately stop making any further verbal or written false statements regarding [Your Name/Company Name].
- Remove all defamatory posts, reviews, or comments from all public and private forums within [Number, e.g., 24 or 48] hours of receipt of this letter.
- Issue a written retraction of the false statements to all parties who received the original communication.

This letter serves as a formal notice to preserve all evidence related to this matter, including emails, social media logs, and recordings. Failure to comply with this demand will leave us with no choice but to pursue all available legal remedies, which may include filing a lawsuit to seek an injunction and monetary damages.

Please confirm in writing by [Deadline Date] that you have complied with these demands.

Sincerely,

[Your Signature]

[Your Printed Name]