

VIA CERTIFIED MAIL / EMAIL

Date: [Date]

To: [Recipient Name]
[Recipient Address]
[Recipient City, State, Zip Code]
[Recipient Email]

RE: NOTICE TO CEASE AND DESIST - DEFAMATORY ALLEGATIONS OF UNETHICAL CONDUCT

Dear [Recipient Name],

This letter is formal notice regarding false and defamatory statements you have made concerning [Your Name/Company Name]. It has come to my attention that you have been disseminating allegations of "unethical conduct" regarding [specific project, event, or professional behavior].

Specifically, on [Date], you stated: "[Insert specific quote or description of the false allegation]."

These allegations are false, malicious, and entirely without merit. Your statements constitute defamation per se, as they directly attack my professional reputation and integrity. These claims have caused, and continue to cause, significant harm to my professional standing and business interests.

I hereby demand that you:

- Immediately cease and desist from making any further false or defamatory statements regarding my professional ethics or conduct;
- Remove all such statements from any public forums, social media platforms, or websites under your control;
- Issue a written retraction and apology to all parties to whom these allegations were published.

Failure to comply with this demand by [Deadline Date] will leave me with no choice but to pursue all available legal remedies, including a lawsuit for damages, injunctive relief, and legal fees.

Govern yourself accordingly.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Address]
[Your Phone Number]