

VIA CERTIFIED MAIL / EMAIL

Date: [Date]

To: [Name of Editor/Publisher]
[Name of Media Organization]
[Address]
[City, State, Zip Code]

RE: CEASE AND DESIST - DEFAMATORY PUBLICATION REGARDING [YOUR NAME]

To [Name of Editor/Publisher]:

This letter is formal notice regarding a false and defamatory statement published by [Name of Media Organization] on [Date] titled "[Title of Article/Segment]" (the "Publication").

Specifically, the following statements are false, malicious, and damaging to my reputation:
"[Quote the specific false statements here]"

These statements are factually incorrect because [Briefly explain why the statements are false]. The publication of these claims constitutes libel as they have caused, and continue to cause, significant injury to my personal and professional reputation.

I hereby demand that you immediately:

- Remove the defamatory content from your website, social media platforms, and any other digital archives.
- Cease and desist from any further publication or distribution of these false statements.
- Publish a formal retraction and apology in a prominent location on your platform.

Failure to comply with these demands by [Deadline Date] will leave me with no choice but to pursue formal legal action against [Name of Media Organization] and all responsible parties to seek compensatory and punitive damages.

This letter is sent without prejudice to my rights and remedies, all of which are expressly reserved.

Sincerely,

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