

VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Date]

To: [Name of Individual/Entity]

Address: [Full Address of Recipient]

Email: [Recipient Email Address]

RE: CEASE AND DESIST DEFAMATORY STATEMENTS REGARDING [MANAGING PARTNER NAME]

Dear [Recipient Name],

This law firm represents [Law Firm/Company Name] and its Managing Partner, [Managing Partner Name]. It has come to our attention that you have recently made false, malicious, and defamatory statements regarding [Managing Partner Name].

Specifically, on [Date of Publication/Statement], you published or voiced the following: "[Describe the specific false statements made]". These statements were made via [Platform: e.g., Email, Social Media, Website, Public Meeting].

The statements you have disseminated are demonstrably false and have caused significant harm to the professional reputation of [Managing Partner Name] and the business interests of [Law Firm/Company Name]. In your capacity as [Your Relation to Recipient, if applicable], you knew or should have known that these allegations were untrue.

DEMAND IS HEREBY MADE THAT YOU IMMEDIATELY:

1. Cease and desist from making any further defamatory statements, whether written or oral, concerning [Managing Partner Name];
2. Remove and retract all defamatory content from all platforms under your control within [Number, e.g., 24] hours;
3. Issue a written apology and formal retraction to all parties who received the original communication;
4. Preserve all evidence, including emails, logs, and metadata, related to these communications.

Failure to comply with this demand by [Deadline Date] will leave [Managing Partner Name] with no choice but to pursue all available legal remedies, including a lawsuit for defamation (libel/slander), seeking compensatory damages, punitive damages, and recovery of legal fees.

This letter is sent without prejudice to our client's rights, all of which are expressly reserved.

Governed by your immediate compliance,

[Your Name/Signature]
[Title/Law Firm Name]
[Phone Number]
[Email Address]