

VIA CERTIFIED MAIL / EMAIL

Date: [Date]

To:

[Recipient Name]

[Recipient Address]

[Recipient Email]

Re: CEASE AND DESIST - DEFAMATION AND REPUTATION DISPARAGEMENT

Dear [Recipient Name],

This law firm represents [Name of Managing Partner] (the "Managing Partner") and [Name of Firm/Company]. It has come to our attention that you have recently engaged in a campaign of disparagement and defamation against our client.

Specifically, it has been documented that on [Date(s)], you made the following false statements: [Describe specific statements or actions]. These statements were made via [Platform/Medium, e.g., LinkedIn, Email, Verbal meeting] to [Identify audience if known].

The aforementioned statements are demonstrably false, malicious, and damaging to the professional reputation of the Managing Partner. In your capacity as [Recipient's Relationship to Firm, e.g., former employee/competitor], you are aware that these claims are baseless. Your actions constitute defamation per se, as they directly attack our client's professional integrity and business conduct.

DEMAND IS HEREBY MADE THAT YOU:

- Immediately cease and desist from making any further false or disparaging comments regarding the Managing Partner or the Firm.
- Remove all defamatory content from [Social Media Platforms/Websites] no later than [Time/Date].
- Issue a formal written retraction and apology to all parties who received the disparaging communications.
- Preserve all evidence, including emails, texts, and social media logs, related to these communications.

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

This letter is formal notice of a legal dispute. Please govern yourself accordingly.

Sincerely,

[Your Name/Law Firm Name]

[Phone Number]

[Email Address]