

Date: [Insert Date]

VIA [Insert Method: e.g., Certified Mail / Email / Platform Reporting Tool]

To: [Insert Name of Poster/Account Holder]

Account Handle: [Insert @Handle]

Platform: [Insert Social Media Platform Name]

RE: URGENT NOTICE TO CEASE AND DESIST AND DEMAND FOR REMOVAL OF DEFAMATORY CONTENT

Dear [Insert Name of Poster],

This letter serves as a formal demand that you immediately remove a defamatory post published by you on [Insert Date] at [Insert Time, if applicable].

1. Identification of Content:

The post is located at the following URL: [Insert Direct Link to Post]. The post contains the following false statement(s) about [Insert Your Name/Company Name]:

"[Insert Quote of the Defamatory Language]"

2. Defamatory Nature of the Content:

The statements made in this post are false, malicious, and damaging to my reputation.

Specifically, [Briefly explain why the statement is false, e.g., "I have never been convicted of a crime"]. These assertions are presented as facts rather than opinions and are intended to hold me up to public ridicule and financial harm.

3. Demand for Action:

I hereby demand that you take the following actions within [Insert Number, e.g., 24 or 48] hours of receipt of this notice:

- Permanently delete the post and any associated comments.
- Cease and desist from making any further false or defamatory statements regarding me on any platform.
- Publish a formal retraction and apology on the same platform.

4. Preservation of Evidence:

You are hereby instructed to preserve all records, metadata, and communications related to the creation and publication of this post. Failure to do so may result in legal sanctions for spoliation of evidence.

5. Legal Rights:

Be advised that I am prepared to pursue all available legal remedies, including a lawsuit for defamation (libel), to seek compensatory and punitive damages, as well as legal fees, should you fail to comply with this demand.

Governing law shall be the laws of the State/Jurisdiction of [Insert Your State/Country].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Information/Address]