

SENT VIA [EMAIL/CERTIFIED MAIL]

[Your Name]
[Your Address]
[Your City, State, Zip Code]
[Your Email]
[Date]

[Recipient Name]
[Recipient Address]
[Recipient City, State, Zip Code]

RE: LETTER OF INTENT TO SETTLE DEFAMATION CLAIM

Dear [Recipient Name],

This letter concerns certain false and defamatory statements made by you regarding [Your Name/Company Name]. Specifically, on [Date], you published the following statement(s) via [Platform/Medium]: "[Quote the specific statement]".

These statements are false, unprivileged, and have caused significant harm to my [reputation/business/professional standing]. This conduct constitutes [libel/slander] under applicable laws.

Prior to initiating formal legal proceedings in a court of law, I am willing to resolve this matter through a settlement agreement. To avoid litigation, I require the following actions to be completed by [Deadline Date]:

1. **Immediate Retraction:** Permanent removal of the defamatory content from all platforms.
2. **Public Apology:** Publication of a formal retraction and apology in a format approved by me.
3. **Compensatory Payment:** Payment in the amount of \$[Amount] to cover damages and legal expenses incurred to date.
4. **Cease and Desist:** A written agreement to refrain from making further defamatory statements.

This letter serves as a formal notice of intent. If we are unable to reach a settlement by the date specified above, I have instructed my legal counsel to file a formal complaint seeking maximum compensatory and punitive damages, as well as injunctive relief and legal fees.

This offer is made for settlement purposes only and is without prejudice to my rights and remedies, all of which are expressly reserved.

I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]