

To: [Name of Recipient/Recipient Organization]
From: [Your Full Name]
Date: [Current Date]

Subject: FINAL RETRACTION OF DEFAMATORY STATEMENTS

Dear [Name of Recipient],

I am writing this formal letter to unconditionally retract all false and defamatory statements I made regarding [Name of Person/Entity] on [Date(s) statements were made] via [Platform/Medium where statements were shared, e.g., social media, email, public meeting].

Upon further review of the facts, I acknowledge that the following assertions were inaccurate and without merit:

- [Specify false statement 1]
- [Specify false statement 2]

I formally withdraw these allegations in their entirety. I acknowledge that these statements have caused harm to the reputation of [Name of Person/Entity], and I sincerely apologize for any distress or professional damage resulting from my actions.

I have taken the following steps to remedy this situation:

- Removed all original posts and comments from [Platform Name].
- Requested that third parties who shared the information remove it.
- Issued this final written retraction to all parties who received the original communication.

I commit to ceasing and desisting from making any further disparaging or false remarks regarding [Name of Person/Entity] in the future.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Contact Information]