

VIA CERTIFIED MAIL

DATE: [Date]

TO:

[Name of Defamer]

[Address of Defamer]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO FILE SUIT FOR DEFAMATION AND LIBEL

Dear [Name of Defamer],

This letter serves as formal notice of my intent to file a lawsuit against you in a court of proper jurisdiction for defamation and libel arising from false and malicious statements made by you regarding [Your Name/Company Name].

1. DEFAMATORY STATEMENTS:

On or about [Date(s) of Publication], you published the following false statement(s):

"[Quote the specific false statement(s) here]"

2. LOCATION OF PUBLICATION:

The statements were published via [Platform/Medium, e.g., Facebook, Newspaper, Website URL, Email] and were viewed by third parties.

3. FALSITY AND DAMAGES:

These statements are entirely false. Your actions have caused significant damage to my reputation, professional standing, and [mention any financial loss or emotional distress]. You made these statements with actual malice or a reckless disregard for the truth.

4. DEMAND FOR REMEDY:

To avoid legal action, I demand that you perform the following within [Number, e.g., 5] business days of receipt of this letter:

- Immediately remove and retract the defamatory statements from all platforms.
- Issue a formal written apology and public retraction in the same forum where the original statements were made.
- Cease and desist from making any further defamatory comments regarding me.

5. NOTICE TO PRESERVE EVIDENCE:

You are hereby instructed to preserve all documents, emails, social media logs, and electronic data related to these statements. Failure to do so may result in sanctions for spoliation of evidence.

If you fail to comply with these demands by [Deadline Date], I will proceed with filing a formal complaint to seek compensatory and punitive damages, as well as recovery of legal fees.

Governing yourself accordingly,

[Your Signature]

[Your Printed Name]

[Your Address]

[Your Phone Number]

[Your Email]