

SENT VIA EMAIL AND CERTIFIED MAIL

Date: [Date]

TO:

[Name of Defamer]

[Address of Defamer]

[Email Address]

RE: CEASE AND DESIST DEFAMATION AND PRE-LITIGATION SETTLEMENT OFFER

Dear [Name of Defamer],

This law firm represents [Your Name/Company Name] ("Client") regarding false and defamatory statements made by you. This letter serves as a formal demand that you immediately cease and desist from making further defamatory remarks and provides an opportunity to resolve this matter before formal litigation is commenced.

1. DEFAMATORY STATEMENTS

It has come to our attention that on [Date], you published the following false statement(s) via [Platform/Location, e.g., Facebook, Newspaper, Public Meeting]:

"[Quote the specific false statement here]"

2. FALSITY AND HARM

These statements are entirely false. Specifically, [Explain why the statement is false]. These statements constitute defamation per se as they tend to injure our Client's reputation, trade, and business. As a direct result of your actions, our Client has suffered [mention damages, e.g., loss of business, emotional distress, reputational harm].

3. DEMAND TO CEASE AND DESIST

We hereby demand that you immediately:

- a) Cease and desist from making any further false or disparaging statements regarding our Client;
- b) Permanently remove and delete the defamatory content from all platforms under your control; and
- c) Issue a written retraction and apology in a form approved by our office.

4. PRE-LITIGATION SETTLEMENT OFFER

To avoid the significant costs and public nature of a lawsuit, our Client is willing to release all claims against you if you agree to the following by [Deadline Date]:

- a) Compliance with all demands in Section 3 above;
- b) Execution of a formal Settlement and Release Agreement; and
- c) Payment of \$[Amount] as liquidated damages for the harm caused to date.

5. RESERVATION OF RIGHTS

If we do not receive a satisfactory response by [Deadline Date], we have been instructed to

pursue all available legal remedies, including a lawsuit for compensatory damages, punitive damages, and recovery of legal fees. Please be advised that you have a legal obligation to preserve all documents, emails, and electronic records related to this matter.

Governing law shall be the state of [State Name]. This letter is sent without prejudice to our Client's rights and remedies, all of which are expressly reserved.

Sincerely,

[Your Signature/Attorney Signature]

[Printed Name]

[Law Firm Name/Your Company Name]