

SENT VIA EMAIL AND CERTIFIED MAIL

Date: [Insert Date]

To: [Name of Individual or Organization]
[Address]
[City, State, Zip Code]
[Email Address]

RE: NOTICE TO CEASE AND DESIST AND DEMAND FOR RETRACTION

Dear [Name of Recipient],

This letter is a formal demand regarding certain false and defamatory statements made by you concerning [Your Name/Company Name].

On [Date of Publication/Statement], you published or broadcasted the following statements: "[Insert exact quote or detailed description of the defamatory content]"

These statements were published via [Platform, e.g., Website URL, Social Media, Newspaper].

The statements listed above are false, harmful, and constitute defamation per se. Specifically, these statements are inaccurate because [Briefly explain why the statements are false]. As a direct result of these false assertions, [Your Name/Company Name] has suffered significant harm, including [Mention damage to reputation, loss of business, or emotional distress].

In the interest of resolving this matter in good faith without resorting to formal legal litigation, I hereby demand that you take the following actions within [Number, e.g., 5] business days of receipt of this letter:

1. Immediately remove and delete the defamatory statements from all platforms under your control.
2. Issue a formal, written retraction and apology, published with the same prominence as the original defamatory statement.
3. Cease and desist from making any further false or disparaging remarks regarding [Your Name/Company Name].

The proposed wording for the retraction is as follows:

"On [Date], I made certain statements regarding [Your Name]. I now acknowledge that those statements were factually incorrect. I formally retract those comments and apologize for any harm caused."

Please confirm in writing by [Deadline Date] that you have complied with these demands. Failure to rectify this matter will leave me with no choice but to pursue all available legal remedies, including a lawsuit for damages, court costs, and attorney fees.

This letter is sent without prejudice to my rights and remedies, all of which are expressly reserved.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email]