

[Law Firm Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

**VIA [Method of Delivery: e.g., Certified Mail / Email]**

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

**RE: NOTICE TO CEASE AND DESIST AND DEMAND FOR RETRACTION**

Dear [Recipient Name],

This law firm represents [Client Name] regarding certain false and defamatory statements made by you. On [Date], you published the following statement(s) via [Platform/Medium]:

*"[Quote the specific defamatory statement here]"*

These statements are false, harmful, and constitute defamation per se. Your claims that [briefly describe why the statement is false] have caused significant damage to our client's personal and professional reputation, resulting in [mention specific damages if applicable, e.g., loss of business, emotional distress].

Demand is hereby made that you immediately:

- Cease and desist from making any further defamatory statements regarding our client;
- Remove the defamatory publication from all platforms under your control;
- Publish a full and formal retraction and apology, in a form approved by this office, no later than [Deadline Date].

Failure to comply with this demand by [Time] on [Date] will leave our client with no choice but to pursue all available legal remedies, including a lawsuit for compensatory and punitive damages, as well as legal fees.

We strongly advise you to preserve all documents, emails, and logs related to this matter. Governing ourselves accordingly.

Sincerely,

[Attorney Signature]  
[Attorney Name]  
[Law Firm Name]