

**SENT VIA [CERTIFIED MAIL / EMAIL]**

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Recipient Name]  
[Recipient Title/Organization]  
[Recipient Address]

**RE: FORMAL DEMAND FOR RETRACTION REGARDING [TITLE OF ARTICLE/POST]**

Dear [Recipient Name],

This letter serves as a formal notice regarding certain false and defamatory statements published by [Name of Publication/Platform] on [Date of Publication]. The content in question, titled "[Title of Content]," contains factual inaccuracies that have caused significant harm to my personal and professional reputation.

Specifically, the following statements are false:

- **False Statement 1:** "[Quote the specific false text]"
- **False Statement 2:** "[Quote the specific false text]"

The true facts are as follows:

- [Provide the brief, factual correction for statement 1]
- [Provide the brief, factual correction for statement 2]

In the interest of resolving this matter without legal escalation, I am providing you with this good faith opportunity to retract these statements. I hereby demand that you:

1. Immediately remove the defamatory content from your website and social media platforms.
2. Publish a full and conspicuous retraction and apology, giving it the same prominence as the original publication.
3. Cease and desist from any further publication of these or similar false statements.

Please confirm in writing by [Date - e.g., 5-7 business days] that you have complied with this demand. This letter is sent without prejudice to my rights, all of which are expressly reserved, including the right to pursue a formal legal claim for defamation and damages should you fail to act.

I look forward to your prompt cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]