

SENT VIA: [Insert Method, e.g., Certified Mail / Email]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

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

RE: NOTICE TO CEASE AND DESIST AND DEMAND FOR RETRACTION

Dear [Recipient Name],

This letter serves as formal notice regarding false and defamatory statements made by you concerning [Your Name/Company Name].

It has come to my attention that on [Date], you published or spoke the following statements:
"[Insert exact quote or detailed description of the defamatory statement]"

These statements were published via [Insert Platform, e.g., Facebook, a public meeting, a blog post, etc.].

These statements are false, injurious, and constitute defamation. Specifically, these claims have caused significant harm to my [reputation / business / professional standing] by [describe impact, e.g., loss of clients, emotional distress].

DEMAND IS HEREBY MADE THAT YOU:

1. Immediately cease and desist from making any further defamatory statements.
2. Remove the defamatory content from all platforms within [Number] hours of receipt of this letter.
3. Issue a formal, written retraction and apology in the same forum where the original statements were made.

Failure to comply with these demands by [Deadline Date] will leave me with no choice but to pursue all available legal remedies, including filing a lawsuit for damages, court costs, and legal fees.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]