

SENT VIA [INSERT METHOD, E.G., CERTIFIED MAIL / EMAIL]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Date]

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

RE: CEASE AND DESIST AND REQUEST FOR RETRACTION

Dear [Recipient Name],

This letter is a formal demand that you immediately cease and desist from making false, defamatory, and damaging statements regarding [Your Name/Company Name].

It has come to my attention that on [Date], you published or uttered the following false information: "[Insert specific quote or description of the false statement]" via [Platform/Location, e.g., Twitter, a public meeting, a blog post].

These statements are factually incorrect and have caused, and continue to cause, significant harm to my personal and professional reputation. Specifically, [describe the negative impact briefly].

Good Faith Retraction Request

In an effort to resolve this matter without pursuing formal legal action, I am providing you with the opportunity to correct this error in good faith. I hereby demand that you:

- Immediately remove the defamatory content from all platforms under your control.
- Cease making any further false statements regarding this matter.
- Publish a formal retraction and apology in the same forum where the original statement was made, clarifying that the previous statements were inaccurate.

Please provide written confirmation by [Date, e.g., 5 business days from now] that you have complied with these demands. If you fail to do so, I will be forced to explore all available legal remedies, including seeking monetary damages and injunctive relief.

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

Sincerely,

[Your Signature]

[Your Printed Name]