

**URGENT LEGAL MATTER: DEMAND FOR RETRACTION**

**DATE:** [Date]

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

**TO:**

[Recipient Name]

[Recipient Address]

[Recipient Email]

**RE: Notice to Cease and Desist and Demand for Immediate Retraction**

Dear [Recipient Name],

This law firm represents [Client Name] regarding the false and defamatory statements published by you on [Date] via [Platform/Medium, e.g., your website, Twitter, the local newspaper].

Specifically, you stated: "[Quote the exact false claim]."

These statements are demonstrably false, malicious, and constitute defamation per se. These assertions have caused, and continue to cause, significant damage to my client's professional reputation and personal standing. Under applicable law, you may be held liable for actual, compensatory, and punitive damages.

**DEMAND IS HEREBY MADE THAT YOU:**

1. Immediately cease and desist from making further false or defamatory statements regarding [Client Name].
2. Permanently remove the defamatory content from all platforms under your control.
3. Publish a full and prominent retraction and apology, in a form approved by this office, no later than [Time] on [Deadline Date].

Failure to comply with these demands will leave my client with no alternative but to initiate formal legal proceedings against you to seek all available legal remedies, including injunctive relief and monetary damages. We further demand that you preserve all records, emails, and documents relating to the publication of these claims as evidence for potential litigation.

This letter is written without prejudice to my client's rights and remedies, all of which are expressly reserved.

Governed by your immediate response,

[Your Name/Law Firm Name]

[Phone Number]

[Email Address]