

URGENT: FORMAL NOTICE TO CEASE AND DESIST

Date: [Insert Date]

To: [Name of Individual or Entity]

Address: [Insert Address]

Re: Demand for Retraction of Defamatory Statements regarding [Your Name/Company Name]

Dear [Name],

This letter serves as a formal good faith warning regarding certain false and defamatory statements made by you on [Insert Date] via [Insert Platform, e.g., Facebook, Website, Email].

Specifically, you stated: "[Insert exact quote of the false statement]".

These statements are factually incorrect, injurious to my reputation, and constitute defamation. Your assertions have caused, and continue to cause, significant professional and personal harm.

In the interest of resolving this matter without immediate legal intervention, I demand that you perform the following actions within [Number, e.g., 48] hours of receipt of this letter:

- Immediately remove the defamatory content from all platforms under your control.
- Publish a formal, public retraction and apology in the same forum where the original statements were made.
- Cease and desist from making any further false or disparaging remarks regarding me or my business.

Please be advised that I am prepared to pursue all available legal remedies, including a lawsuit for damages, should you fail to comply with this demand. This letter is sent in good faith to allow you the opportunity to correct this wrong voluntarily.

I look forward to your immediate confirmation that the statements have been retracted.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Information]