

SENT VIA [EMAIL/CERTIFIED MAIL]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Notice to Cease and Desist and Request for Retraction of Slanderous Statements regarding [Client Name]

Dear [Recipient Name],

This law firm represents [Client Name] regarding certain false and defamatory oral statements made by you on or about [Date] at [Location/Event].

Specifically, it has come to our attention that you stated the following: "[Quote or description of the specific false statements made]".

These statements are entirely false, malicious, and constitute slander per se. These assertions have caused, and continue to cause, significant damage to my client's professional reputation and personal standing in the community.

While my client is prepared to pursue all available legal remedies, including a formal lawsuit for damages, we would prefer to resolve this matter amicably. Therefore, we hereby demand that you perform the following actions within [Number] days of the date of this letter:

1. Immediately cease and desist from making any further defamatory statements regarding my client.
2. Issue a formal, written retraction and apology to all parties who heard the original statements.
3. Sign the attached declaration confirming that you will refrain from future disparagement.

A good faith retraction will be considered in mitigation of any damages should further legal action become necessary. Failure to comply with this request will leave my client with no choice but to pursue formal litigation to protect their reputation and seek monetary compensation.

We await your prompt response.

Sincerely,

[Your Name]

[Law Firm Name]

[Phone Number]

[Email Address]