

SENT VIA CERTIFIED MAIL

DATE: [Date]

TO:

[Recipient Name/Entity Name]

[Recipient Address]

[City, State, Zip Code]

FROM:

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO SUE AND FORMAL DEMAND FOR RETRACTION

Dear [Recipient Name],

This letter serves as formal notice of intent to initiate legal proceedings against you regarding certain false and defamatory statements made on [Date] via [Platform/Medium, e.g., Website URL, Newspaper, Social Media].

The statements in question include, but are not limited to: "*[Insert specific quote or description of the false statement]*".

These statements are demonstrably false, malicious, and have caused significant harm to the reputation and/or business interests of [Your Name/Client Name].

DEMAND FOR RETRACTION

We hereby demand that you immediately:

- Remove the defamatory content from all platforms under your control.
- Issue a full, prominent, and public retraction and apology in the same medium as the original statement.
- Cease and desist from making any further defamatory statements.

NOTICE OF INTENT TO SUE

Failure to comply with these demands by [Deadline Date, e.g., 5 business days from now] will result in the immediate filing of a lawsuit to seek compensatory damages, punitive damages, and legal fees. Please be advised that you are also instructed to preserve all documents, emails, and electronic records related to this matter.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]