

SENT VIA REGISTERED MAIL / EMAIL

DATE: [Date]

TO:

[Name of Recipient/Publisher]

[Address]

[City, State, Zip Code]

[Email Address]

FROM:

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO SUE FOR DEFAMATION AND LIBEL

To [Recipient Name],

This letter serves as formal notice of my intent to initiate legal proceedings against you in a court of law for defamation (libel) arising from false and malicious statements made by you regarding [Name of Person/Company being defamed].

1. DEFAMATORY STATEMENTS:

On or about [Date], you published the following false statements: [Quote the specific statements or describe them in detail].

2. LOCATION OF PUBLICATION:

These statements were published via [Website URL, Social Media Platform, Newspaper, etc.] and were viewed by third parties.

3. FALSITY AND HARM:

The statements mentioned above are entirely false and lack any factual basis. These publications have caused significant harm to my personal and professional reputation, including but not limited to [list damages, e.g., loss of business, emotional distress, loss of employment].

4. DEMAND FOR REMEDY:

To avoid formal litigation, I demand that you perform the following actions within [Number, e.g., 5] business days of receipt of this letter:

- Immediately remove and delete the defamatory content from all platforms.
- Publish a formal, written retraction and apology in the same forum where the original statements were made.
- Cease and desist from making any further false or disparaging statements.
- [Optional: Pay the sum of \$_____ as compensation for damages incurred].

5. PRESERVATION OF EVIDENCE:

You are hereby instructed to preserve all documents, emails, metadata, and logs related to the aforementioned publications. Failure to do so will result in a claim for spoliation of evidence.

Failure to comply with these demands will leave me with no alternative but to file a formal lawsuit to seek compensatory damages, punitive damages, and legal fees.

Governing Law: This notice is sent pursuant to the laws of [Your State/Country].

Sincerely,

[Your Signature]

[Your Printed Name]