NOTICE OF TORT CLAIM: DEFAMATION

Date: [Insert Date]

TO (The Recipient):
[Name of Individual or Entity]
[Address]
[City, State, Zip Code]

FROM (The Claimant):
[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

RE: Notice of Intent to File Tort Claim for Defamation (Libel/Slander)

To [Name of Recipient],

This letter serves as formal notice of a tort claim against you for defamatory statements made regarding [Your Name/Company Name].

1. Description of Defamatory Statements:
On or about [Date], you published or spoke the following false statement(s):
"[Insert exact quote or detailed description of the statement made]"

2. Publication Method:
The statements were made via [Platform: e.g., Social Media, Email, Public Speech, Newspaper] and were viewed or heard by third parties.

3. Falsity and Malice:
The statements mentioned above are false, damaging, and were made with [negligence/actual malice]. These statements do not constitute opinion but are assertions of false facts.

4. Damages Incurred:
As a direct result of these defamatory actions, I have suffered the following injuries:
[List damages: e.g., loss of reputation, emotional distress, loss of business revenue, or termination of employment].

5. Demand for Relief:
To resolve this matter without formal litigation, I demand that you:
- Immediately cease and desist from making further defamatory statements.
- Issue a full written retraction and public apology by [Date].
- [Optional: Payment in the amount of $_____ for damages].

6. Preservation of Evidence:
You are hereby instructed to preserve all documents, emails, logs, and electronic data related to this matter. Failure to do so may result in legal sanctions for spoliation of evidence.

If I do not receive a satisfactory response by [Date], I will proceed with formal legal action to protect my rights and seek full compensation.

Sincerely,

[Your Signature]

[Your Printed Name]