

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Recipient Address]

RE: NOTICE TO CEASE AND DESIST AND DEMAND FOR RETRACTION

Dear [Recipient Name],

This letter is a formal demand regarding false and defamatory statements made by you concerning [Your Name/Company Name].

On [Date], you published the following statements via [Platform/Method, e.g., Social Media, Website, Letter]:

"[Insert exact quote of the defamatory statement here]"

These statements are false, harmful, and constitute defamation. Specifically, they have caused [Describe harm, e.g., damage to reputation, loss of business, emotional distress].

I hereby demand that you:

1. Immediately cease and desist from making further defamatory statements.
2. Permanently remove the defamatory content from all platforms.
3. Publish a full and formal retraction and apology in the same forum where the original statements were made.
4. Confirm in writing by [Date] that you have complied with these demands.

Failure to comply with this demand within the specified timeframe will leave me no choice but to pursue legal action to protect my interests, including seeking monetary damages and legal costs.

This letter is sent without prejudice to my legal rights and remedies, all of which are expressly reserved.

Sincerely,

[Signature]

[Your Printed Name]