

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

[Plaintiff's Name or Attorney Name]
[Law Firm Name, if applicable]
[Address]
[City, State, Zip Code]

RE: Notice of Intent to Defend

Case Name: [Plaintiff Name] v. [Your Name]

Case Number: [Insert Case Number]

Court: [Insert Court Name]

To [Plaintiff's Name/Attorney Name],

I am writing to formally notify you of my intent to defend against the defamation lawsuit filed by [Plaintiff's Name] on [Date Lawsuit was Filed].

Please be advised that I deny the allegations of defamation set forth in the complaint. I intend to vigorously contest these claims and assert all available legal defenses, including but not limited to truth, privilege, opinion, and lack of actual malice, as applicable under the law.

I request that all future communications, legal filings, and notices regarding this matter be sent to the address listed above.

This letter is sent without prejudice to any rights or remedies available to me in this matter.

Sincerely,

[Signature]

[Your Printed Name]