

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position, if applicable]  
[Company/Website Name]  
[Company/Website Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Formal Complaint Regarding Online Defamation

I hope this letter finds you well. I am writing to formally address an issue of online defamation that has arisen concerning my character and reputation.

On [date], I discovered a post/article on [specific website/platform] authored by [Name of the author or username, if applicable] that contains false and damaging statements about me. The specific content in question includes [briefly describe the defamatory statements], which I believe to be entirely untrue and baseless.

These statements have caused significant harm to my personal and professional reputation, leading to [explain the impact, e.g., loss of job opportunities, emotional distress, etc.]. I have made several attempts to resolve this matter amicably, including [mention any previous communication or attempts to address the issue, if applicable].

I kindly request that you take immediate action to remove the defamatory content from your platform and provide me with confirmation once this has been done. Moreover, I would appreciate your cooperation in preventing any further dissemination of this misinformation.

I hope to resolve this matter promptly and amicably. Should I not receive a satisfactory response within [a specified timeframe, e.g., 14 days], I may have to consider other measures to protect my rights.

Thank you for your attention to this serious issue. I hope to hear from you soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]