

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

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Demand for Damages Due to Defamation

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally demand compensation for damages resulting from defamatory statements you made about me on [specify date].

The statements you made include [briefly describe the defamatory statements] and have caused significant harm to my reputation, emotional distress, and have resulted in [mention any specific damages, such as loss of income or relationships].

I have attached evidence of the defamation, including [list any documented proof, such as screenshots, witness statements, etc.].

I request that you [state what you want the recipient to do, such as retract the statements, issue an apology, or pay specific damages] by [provide a deadline]. Failure to respond positively may compel me to pursue legal remedies.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]