

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

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

Subject: Cease and Desist Regarding False Statements

Dear [Recipient's Name],

I am writing to formally address certain false statements that you have made regarding me that are damaging to my reputation. Specifically, on [date], you stated that [describe the false statement], which is entirely untrue and has caused [describe the impact, e.g., emotional distress, harm to reputation, etc.].

I demand that you cease and desist from making any further false statements about me. Failure to do so may result in legal action to protect my rights and seek damages for the harm caused by your statements.

Please respond in writing by [date] to confirm your compliance with this request. I hope we can resolve this matter amicably.

Sincerely,

[Your Name]  
[Your Title (if applicable)]