

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

RE: CEASE AND DESIST - SLANDER OF [YOUR COMPANY NAME]

I am writing to formally address the slanderous statements made by you regarding [Your Company Name] that have come to our attention. Specifically, on [date of incident], you alleged that [specific statement or allegation], which is both false and damaging to our reputation. Such statements are not only misleading but also constitute slander under [relevant law or jurisdiction]. As a result, we are compelled to demand that you cease and desist from making any further false statements about [Your Company Name].

We expect your compliance with this request within [number of days, typically 10-14 days] from the date of this letter. Failure to do so may result in further action, including seeking legal remedies for damages incurred.

We hope this matter can be resolved amicably and look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Enclosures, if any]