

[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 Demand for Defamation

Dear [Recipient's Name],

I am writing to formally request that you immediately cease and desist from making false and defamatory statements regarding me. It has come to my attention that you have [briefly describe the defamatory statements or actions, including dates and context if possible].

These statements are untrue and have caused significant harm to my reputation and emotional distress. I demand that you retract your statements and refrain from making any further defamatory remarks about me.

Please consider this letter an official notice. If you do not comply with my demands within [set a reasonable time frame, e.g., 10 days], I will have no choice but to pursue further legal action to protect my rights and interests.

I hope we can resolve this matter amicably.

Sincerely,

[Your Name]