

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

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

Dear [Recipient's Name],

RE: CEASE AND DESIST - FALSE SLANDER ALLEGATIONS

I am writing to formally request that you cease and desist from making false and defamatory statements about me. It has come to my attention that you have made allegations that are not only untrue but also damaging to my reputation.

Specifically, on [date(s) of the alleged statements], you made the following statements:

- [List specific statements made]

These statements are false and constitute slander, as they have harmed my personal and professional reputation. Such claims have caused [describe any damages suffered, if applicable].

I demand that you immediately cease and desist from making any further false statements about me and retract any previous statements made. If you do not comply with this request, I may be forced to take legal action to protect my interests.

Govern yourself accordingly. I expect your written acknowledgment of this cease and desist request within [number of days, e.g., 10 days] from the date of this letter.

Sincerely,

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