

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

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

Subject: Cease and Desist - Online Slander

Dear [Recipient's Name],

I am writing to formally demand that you cease and desist immediately from making false and defamatory statements about me [or my business] on the internet.

It has come to my attention that you have published or caused to be published statements that are untrue and damaging, including but not limited to [describe the specific statements and where they were made, e.g., social media posts, websites, etc.].

These statements are false and have caused significant harm to my reputation and [or my business's reputation].

Should you fail to comply with this request within [number of days, e.g., 10 days] from the date of this letter, I will take appropriate legal action against you to protect my rights.

I expect your immediate attention to this serious matter.

Sincerely,

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