

[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 LETTER

I am writing to formally request that you cease and desist from making false statements and engaging in harassing behavior towards me. It has come to my attention that you have made statements that are untrue and damaging to my reputation, including [specific statements/examples], which constitute slander.

Additionally, your actions, including [specific examples of harassment], have caused me significant distress and disruption in my personal and/or professional life.

This letter serves as a formal demand that you immediately stop all slanderous remarks and harassing conduct towards me. If you do not cease these actions, I will be compelled to take further legal action, which may include seeking monetary damages and pursuing a restraining order against you.

Please be aware that I am documenting all communications and evidence related to these matters. I hope we can resolve this issue amicably and without the need for legal action.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]