

[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 Letter for Slander and Libel

Dear [Recipient's Name],

I am writing to formally request that you immediately cease and desist from making false and defamatory statements about me. These statements are damaging to my personal and professional reputation and include, but are not limited to:

1. [Specify the statements made and where they were published or communicated]

2. [Specify additional statements if applicable]

These statements are false and untrue. As you know, slander and libel are serious legal matters, and I must protect myself against these harmful actions.

Please take notice that if you do not cease these actions within [number of days, typically 10-15 days] of receipt of this letter, I will be compelled to pursue all legal remedies available to me, including but not limited to seeking damages for the harm caused by your statements.

This letter serves as a formal request for you to halt your defamatory actions immediately. I hope to resolve this matter amicably.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]