

[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 - Defamation and Slander

Dear [Recipient's Name],

I am writing to formally demand that you cease and desist from making false and defamatory statements about me. These statements, made on [insert specific date(s)] and communicated to [insert names of individuals or parties], have been damaging to my reputation and have caused me significant emotional distress.

Specifically, you have alleged that [insert specific false statements or claims made], which are untrue and have no basis in fact.

I request that you immediately halt any further publication or communication of these slanderous statements. Failure to comply with this demand will leave me no choice but to take appropriate legal action to protect my rights and seek damages for the harm caused.

Please provide a written response within [insert timeframe, e.g., 10 days] confirming that you will discontinue these statements and refrain from further defamation.

Sincerely,

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