

[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 - Slander

Dear [Recipient's Name],

I am writing to formally demand that you cease and desist from making false and defamatory statements regarding me, [Your Name]. It has come to my attention that you have made the following statements:

[List specific slanderous statements and any relevant dates or contexts.]

These statements are not only untrue but have also caused harm to my reputation and personal well-being. I ask that you immediately:

1. Refrain from making any further false statements about me.
2. Retract the statements made and provide written acknowledgment of this retraction.

Please be advised that if you do not comply with this request, I may consider pursuing legal action to protect my rights and seek damages for the harm caused by your actions.

I hope to resolve this matter amicably and look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]