

[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 FOR SLANDEROUS ACCUSATIONS

I am writing to formally request that you cease and desist immediately from making false and defamatory statements about me. Specifically, on [insert date(s)], you made statements that [describe the specific slanderous statements or accusations] which have harmed my reputation and caused me significant emotional distress.

These statements are not only untrue but also damaging, and I have evidence of their existence. I urge you to retract these statements and refrain from making further claims.

If you do not comply with this request by [insert deadline, e.g., "within 10 days"], I may have no choice but to seek legal action against you for slander.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]