

[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 Notice for Slanderous Statements

Dear [Recipient's Name],

I am writing to formally demand that you immediately cease and desist from making slanderous statements about me. It has come to my attention that you have published false and defamatory comments regarding me on [platform or specific location of posts] which are damaging to my reputation and character.

The statements in question include:

1. [Insert specific statement or claims made]
2. [Insert specific statement or claims made]
3. [Insert specific statement or claims made]

These statements are untrue and have caused me [state the impact, e.g., emotional distress, financial loss, etc.]. As you are aware, slander is a serious offense under [cite relevant state or federal law, if applicable].

I demand that you take the following actions immediately:

1. Remove all defamatory posts regarding me from [specify platform or location].
2. Provide a written assurance that you will refrain from making any further false statements about me.

Please be advised that if you do not comply with these demands within [specify time frame, e.g., 10 days], I may pursue legal action against you for defamation. This letter is written without prejudice to my rights and claims, all of which are reserved.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Signature, if sending a hard copy]