

[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 DEMAND

I am writing to formally demand that you cease and desist from making slanderous statements regarding me. It has come to my attention that you have made false and defamatory remarks about me to [specific individuals or in a specific context, e.g., "to our mutual friends" or "on social media platforms"].

These statements are not only untrue but have caused significant harm to my reputation and emotional distress. I am requesting that you immediately retract these statements and refrain from making any further defamatory comments.

If you do not cease these actions within [specific time period, e.g., "ten (10) days"], I may have no choice but to pursue legal action to protect my rights and reputation.

Please consider this letter a formal notification of your unlawful behavior, and take immediate steps to rectify the situation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]