

[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 Regarding Slanderous Statements

I am writing to formally request that you cease and desist from making false and defamatory statements about me. It has come to my attention that you have made several slanderous statements, including but not limited to [specify statements], which are not only false but have also caused significant harm to my reputation.

These statements are damaging and have resulted in [detail any specific damages, emotional distress, etc.]. Please be advised that slander is a serious offense and can lead to legal consequences.

I demand that you immediately stop making any further false statements about me and retract the statements made to any parties you may have communicated with. If you do not comply with this request by [specify a deadline, typically 10-14 days from the date of the letter], I will have no choice but to consider legal action to protect my interests.

Please send your written acknowledgment of this letter to my address listed above.

Sincerely,  
[Your Name]