

[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 Demand

Dear [Recipient's Name],

I am writing to formally demand that you cease and desist from making slanderous statements about me on social media. It has come to my attention that you have posted the following statements:

[Insert specific slanderous statements, including dates and platforms where posted]

These statements are false and have harmed my reputation and emotional well-being. As a result, I am requesting that you remove these statements immediately and refrain from making any further slanderous remarks regarding me or my character.

Please take notice that if you do not comply with this request by [insert a reasonable deadline, e.g., "within 10 days from the date of this letter"], I may have to take legal action to protect my rights and seek damages for the harm you have caused.

This letter serves as a final warning before I escalate this matter. I expect your prompt attention to this serious issue.

Sincerely,

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