

[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 from Verbal Slander

Dear [Recipient's Name],

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 been spreading slanderous remarks regarding my character and reputation, specifically stating [insert specific statements or allegations made], which are untrue and damaging.

These statements have caused harm to my reputation and have led to [insert any consequences, such as loss of employment, relationships, etc.].

I demand that you immediately stop making these false statements and retract any existing comments made in public or private forums. Failure to comply within [insert timeframe, e.g., 10 days] from the date of this letter may result in legal action against you to protect my rights and interests.

Please confirm in writing that you will cease all slanderous activity and refrain from making any further false statements about me.

Sincerely,

[Your Signature]
[Your Printed Name]