

[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 - SLANDER

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 statements about me, specifically [describe the statements and how they are false]. These statements have been made to [mention where or to whom the statements were made, e.g., in person, online, etc.].

Such statements are not only untrue but are damaging to my reputation and standing in the community. By spreading these falsehoods, you are committing slander, which is a violation of my rights.

Therefore, I demand that you:

1. Immediately cease and desist from making any further slanderous statements about me.
2. Refrain from making any further communications regarding these false claims.
3. Issue a written retraction of your statements to [explain how the retraction should be communicated, e.g., a public statement, to the same parties who heard the slander].

Please be advised that if you do not comply with this request, I will consider taking legal action against you to protect my rights and my reputation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Enclosures: any relevant documents, if applicable]