

[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 - Slander

Dear [Recipient's Name],

I am writing to formally demand that you immediately cease and desist from making false and defamatory statements about me.

It has come to my attention that you have publicly stated [insert specific statements made], which are patently false and have caused me significant harm. These statements are damaging to my personal and professional reputation.

I request that you provide a written confirmation by [insert date, typically within 14 days] that you will refrain from making any further defamatory comments. If you do not comply with this demand, I may be forced to take legal action to protect my rights and seek damages for the harm caused.

I hope we can resolve this matter amicably.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]