

[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 from Slander

I am writing to formally request that you immediately cease and desist from making false and defamatory statements about me. It has come to my attention that you have been making slanderous remarks regarding my character, which are both untrue and damaging.

Specifically, on [date], you stated [insert specific statements made], which I believe to be false and harmful. These statements have caused significant distress and damage to my reputation.

I demand that you:

1. Immediately stop making any further slanderous statements about me.
2. Refrain from discussing or sharing false information regarding my character in the future.
3. Provide a written apology for your statements by [specific date].

Please consider this letter your final notice to cease any and all slanderous behavior. If you do not comply with these demands, I am prepared to take appropriate legal action to protect my rights.

Sincerely,

[Your Name]