

Cease and Desist Letter for Defamation of Character

To: _____
 (Name of Person Making Statements)

 (Street Address)

 (City, State, Zip Code)

Re: _____
 (Defamation)

Dear Mr.:

It has come to my attention that you have been making statements about me that are both false and misleading. These statements constitute slander (*or libel if in writing*) since they defame my reputation.

I demand that you immediately cease and desist making these false and slanderous (*or libelous*) statements which include, but are not limited to, the following:

 (General description of false statements)

Please be advised that unless you immediately cease and desist making these slanderous (*or libelous*) statements, I will have no choice but to take the appropriate legal steps to protect my reputation, including seeking relief in a court of law for monetary damages.

WITNESS my signature as of the _____ day of _____, 20_____.

 (Signature)

 (Printed Name)