

## Notice or Demand for Retraction Regarding Libelous Publication and Apology

To: \_\_\_\_\_  
\_\_\_\_\_  
*Street Address or Post Office Box* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*City, state, and zip*  
*code* \_\_\_\_\_

—  
—  
You are hereby requested to withdraw every statement that was published, on \_\_\_\_\_  
\_\_\_\_\_  
*(date)*, in your \_\_\_\_\_  
*(e.g., newspaper, magazine, etc.)* \_\_\_\_\_  
\_\_\_\_\_  
*(name of publication)*,  
on page \_\_\_\_\_, in an article entitled: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(name of article as it appeared in publication).*

You are hereby notified that \_\_\_\_\_ *(party allegedly libeled)* considers these statements to be libelous in nature. Demand is hereby made that you publish a full and complete, unqualified apology in the next issue of \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
*(name of publication)*. Such withdrawal and apology is to be printed in at least the same size type and appear of at least equal prominence as the libelous material complained of above. In the event you choose to ignore this demand, I shall claim both special and general damages in any civil action against you.

Witness my signature this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*(Party Allegedly Libeled)*