

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

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VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Name
Address Line 1
Address Line 2
City, State Zip Code

Re: Name

Dear Name:

Our firm represents Name. We have been retained by Name to investigate various claims arising out of her employment by your company, including, without limitation, employment discrimination and wrongful discharge.

While we are in the early stages of our investigation, and we have not yet determined whether we will pursue legal action against your company, we are concerned that one or more employees at your Name office have given, or will give, Name bad reference upon inquiry from potential employers. Please be advised that it is our position that any unfavorable references would constitute defamation of Name, giving arise to additional legal claims.

On behalf of Name, we demand that you to instruct your employees to carefully avoid any comments that could be deemed derogatory of Name. Obviously, the ability of Name to obtain suitable employment will be a factor in her ultimate decision regarding the instigation of legal proceedings.

Should you have any questions or desire to discuss this matter, please do not hesitate to contact me.

Sincerely,

Name

BY:

Name

/
pc: Name