

CEASE AND DESIST LETTER FOR DEFAMATION OF CHARACTER

Date

Dear Sir:

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)

You are 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.

Sincerely yours,

Signature

Printed Name

