[DATE]

[RECIPIENT NAME]

[RECIPIENT TITLE, IF APPLICABLE]

[RECIPIENT COMPANY OR ORGANIZATION, IF APPLICABLE]

[RECIPIENT ADDRESS]

[RECIPIENT]'s] defamation of [INJURED PARTY]

[Dear [RECIPIENT]]:

If you are represented by legal counsel, please forward this letter to your attorney immediately and have them notify us of their representation.

We have become aware that you may have made defamatory statements regarding [INJURED PARTY] [to [THIRD PARTY]]. Specifically, these statements include: [BRIEF SUMMARY OF DEFAMATORY STATEMENTS AND CIRCUMSTANCES].

[INJURED PARTY] requires that you immediately retract these statements, cease any further defamatory remarks, and adhere to the additional actions outlined in this letter.

[INJURED PARTY] is a well-regarded [business/business owner] within the [DESCRIPTION OF LOCAL COMMUNITY OR INDUSTRY], known for [DESCRIPTION OF YEARS IN BUSINESS AND REPUTATION, e.g., providing exceptional service, maintaining strong customer relationships, or fostering trust within the community or industry].

[*Alternatively*:]

[INJURED PARTY] is a public figure recognized for [DESCRIPTION OF HOW INJURED PARTY IS A PUBLIC FIGURE, e.g., their contributions, leadership, or prominence in a specific field or community].

On or about [DATE], [INJURED PARTY] became aware that [you/[DEFAMING PARTY]] engaged in spreading false and damaging rumors about [INJURED PARTY]. Specifically, these statements include: [DESCRIPTION OF DEFAMATORY STATEMENTS AND RELEVANT CIRCUMSTANCES].

[DESCRIPTION OF FACTS SHOWING RECKLESSNESS OR INTENTIONAL MISCONDUCT, IF APPLICABLE.]

These false statements have caused significant harm to [INJURED PARTY], including [DESCRIPTION OF HARM, e.g., damage to reputation, loss of business opportunities, emotional distress].

Under [APPLICABLE STATE] law, it is unlawful to engage in defamation of another's character and reputation. As a result of [your/[DEFAMING PARTY]'s] actions described above, [you/[DEFAMING PARTY]] [are/is/may be] clearly liable for defamation in violation of [APPLICABLE STATE] law.

Therefore, [INJURED PARTY] demands that [you/[DEFAMING PARTY]]:

1. Immediately cease and desist from making any further defamatory statements about [INJURED PARTY].
2. Retract the defamatory statements described above by [PROPOSED ACTION].
3. Compensate [INJURED PARTY] for damages in the amount of $[NUMBER], payable to [ENTITY NAME AND ADDRESS] by the close of business on [DATE].]
4. [*OTHER DEMANDS.*]]

[INJURED PARTY] further requests that [you/[DEFAMING PARTY]] provide written confirmation by no later than the close of business on [DATE] that [you/[DEFAMING PARTY]] will comply with these demands. If we do not receive this confirmation by [DATE], we will interpret your silence as a refusal to resolve this matter amicably.

Failure to comply with these demands [or to participate in a resolution discussion] will leave [INJURED PARTY] with no choice but to pursue other measures to safeguard [their/its] reputation and interests.

The contents of this letter are intended solely for settlement purposes and should be treated as confidential.

Thank you for your prompt attention to this matter.

Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[SENDER NAME]