

From

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Date: \_\_\_\_\_

VIA  Certified Mail  Overnight Mail  Email  Facsimile  Other: \_\_\_\_\_

To

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### RE: Cease and Desist – Defamation

Dear \_\_\_\_\_:

It has come to my attention that you have made a defamatory and false statement about me. The following false statement(s) was made:

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The statement(s) was \_\_\_\_\_ [Describe how statement was “published”], and is willfully misleading and without merit because \_\_\_\_\_ [Describe how the statement was misleading].

The false statement(s) that you made is reckless and highly defamatory, and has caused me to suffer: (Check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> substantial harm  | <input type="checkbox"/> harm to my business                 |
| <input type="checkbox"/> economic harm     | <input type="checkbox"/> harm to my character and reputation |
| <input type="checkbox"/> reputational harm | <input type="checkbox"/> other: _____                        |

In addition, the false statement(s) has affected me in the following ways: \_\_\_\_\_

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I hereby demand that you immediately cease and desist from making any and all false and defamatory statement(s) against me: (Check all that all apply)

- within \_\_\_\_\_ days of the date of this letter
- remove all defamatory statement(s) and content from \_\_\_\_\_
- publish a retraction
- notify me in writing when these tasks have been completed



If you do not cease and desist within the above stated time period, I will be forced to take appropriate legal action against you and will seek all available damages and remedies.

Sincerely,

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

