**Cease and Desist Letter for Defamation of Character**

To:

 *(Name of Person Making Statements)*

 *(Street Address)*

 *(City, State, Zip Code)*

 Re:

 *(Defamation)*

Dear :

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)*

Please be 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.

 WITNESS my signature as of the       day of       , 20     .

 *(Signature)*

 *(Printed Name)*