**CEASE AND DESIST**

**DEFAMATION**

**SAMPLE FORM**

DATE

FOR NEGOTIATION

AND SETTLEMENT PURPOSES ONLY

Re: Defamation

Our client:

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

Please be advised that our firm has been retained by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to investigate

and take legal action against you for making unwarranted and defamatory attacks against

him and made by you.

(Description)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been a \_\_\_\_\_\_\_\_\_\_\_\_ for in business \_ years and is also

employed as\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has established a well founded reputation as a \_\_\_ and college

professor and your unwarranted actions and baseless accusations have damaged that

reputation and adversely affected our client's business.

You have personally stated willfully false and misleading comments about our client. An

example of your defamatory statements is as follows:

(Describe defamatory statements)

The above statements made in reference to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ are utterly false and without

merit, and they are defamatory per se in that they depict our client as engaging in

fraudulent activity that violates civil and criminal law.

Your attempts to spread libelous/slanderous and defamatory material about our client

have raised serious and irreparable injury to his reputation and his business. Our client

will not stand by and allow this misconduct to continue.

We hereby that demand you:

1. Immediately cease and desist in publishing defamatory statements about our

client, whether the statements are made by you or third parties,

2. Provide to our office a copy of the videotape where you claim establishes that our

client "took a laptop and purse;"

3. Compensate our client for its attorney fees and costs.

Please note that this law firm does not attempt to restrict legitimate free speech our

activities, however, unlawfully encroach upon our client's rights.

This letter puts you on notice that should you refuse to comply with our demands by

\_\_\_\_\_\_\_\_\_\_\_\_\_, we will have no choice but to recommend that our client pursue all legal

causes of action, including the filing of a lawsuit, to protect its interests. We will pursue

both damages and attorneys' fees and costs incurred by our client as a result of your

actions.

This is a very serious matter that requires your immediate attention. We therefore

strongly recommend that you contact us immediately to address and resolve this

situation. This letter is your one and only chance to resolve matter amicably.

Please be aware that this letter is copyrighted by our law firm, and you are not authorized

to publish this in any manner. Use of this letter in positing, in full or in part, will subject

you to further causes of action.

Sincerely,