**Cease and desist defamation letter template**

Sender Name  
Sender Address  
City, State, Zip Code  
phone  
email

DATE

[Recipient’s Name]  
[Recipient’s Street Address]  
[Recipient’s City, State, and Zip Code]

**RE: Cease and Desist All Defamation of [Victim Name]’S Character and Reputation**

Dear [Recipient’s name]

You are hereby ordered to Cease and Desist any and all further unlawful defamation, slander, and/or libel.

[victim name] is a person of high integrity and a respected reputation. I/he/she/found that You have spread false, destructive, and defamatory information about me/her/him based on your actions and/or statements relating to [briefly define unlawful incident and/or statement-include date and location, and other evidence]

It is illegal under [State] law to defame the character and reputation of another person. Defamation includes

1. a statement that has the potential to harm one’s reputation;
2. communicated to another, and
3. that the speaker knew or should have known was false.

THEREFORE, you are hereby demanded to immediately cease and desist illegal defamation, slander, and/or libel and to return the signed written assurance within [number of days] days affirming that you will refrain from any further acts of defamation, slander, and/or libel involving my character and/or reputation.

If you do not comply with this cease and desist request and/or return the signed assurance within the specified time frame, I/we will be forced to pursue all available legal remedies, including but not limited to filing a motion for injunctive relief, monetary damages, filing fees, court costs, and/or attorney fees.

Sincerely

[signature]

[Name]