**Cease and Desist Letter Sample**

From: Mr. John Hill

[Street Address]

[City][State][Zip]

Date: 06.14.2020

By: ☐ Certified Mail ☐ Email ☐ Other

To: Mr. Phil Smith

[Street Address]

[City][State][Zip]

**Re: Cease and Desist for Defamation**

Dear Mr. Smith,

This letter serves as a formal notice to you to immediately cease and desist from making defamatory statements(s) about me.

You have made the following statement(s) made in the Daily Newspaper which is/are untrue and/or misleading:

“Mr. John Hill is a man of questionable character who has deceived several of his clients by providing subpar raw material to them.”

The false statement(s) is unfounded for the following reasons:

I have always provided the promised quality of raw material to my clients and have never deceived them. You have not provided evidence to support your claim. Your written statement has questioned my character and has caused harm to my business reputation among my clients.

In light of the foregoing, I am prepared to file a civil lawsuit against you, seeking:

* a restraining order/an injunction,
* monetary compensation for losses and damages.

Notwithstanding the foregoing, I will allow you time to make amends for your wrongdoing. You now have 10 days to acknowledge receipt of this letter and undertake to remove all defamatory statement(s) from the Daily Newspaper as well as publish an apology.

This is my final notice to you before I take legal action against you. It is in your best interest to give your utmost attention to this matter.

Sincerely,

Mr. John Hill

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