Sample Cease and Desist Letter (Defamation)

**From:** Robert Harris 4818 Kembery Drive

Reno, Nevada 93915

[Date]

**To:** Nancy Kirby 402 Christie Way

Reno, Nevada 59482

**Dear Mrs. Kirby,**

It has come to my attention that you have made a defamatory and false statement about me. The following false statement was made: “Robert Harris earns more money than all of us in this company just because his father is on the board of directors.” The statement was posted under one of our company’s Facebook posts and is willfully misleading and without merit, because I have the same salary as the majority of our employees, and my father actually left the board of directors many years ago.

The false statement that you made is reckless and highly defamatory and has caused me to suffer harm to my character and reputation. I hereby demand that you immediately cease and desist from making any and all false and defamatory statements against me. Please remove that statement from Facebook and publish a retraction within 3 days of the date of this letter.

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, Robert Harris [Signature]