123 Main St., Apt. #5

Anytown, CA 95928

(555) 555-1212

danny@anyemail.com

September 19, 2014

Andy Anderson

345 Property Place.

Anytown, CA 95928

Dear Mr. Anderson:

It has come to my attention that you have been making false and defamatory statements about me to **{people}** at **{place}**. Specifically, I understand that you said **{statement}** at **{locations}** to **{people}**.

Your actions are purposely false, malicious, and misleading, and therefore constitute slander. They are damaging to my **{character/reputation}** and have caused severe **{business/financial/social}** repercussions.

You are directed to cease all such statements immediately. If you fail to do so, I will seek legal action. Please note that in such a situation, I will add the cost of court and legal fees to my pursuit of damage recourse. I hope that such a situation does not become necessary.

Sincerely,

Danny Daniels