

Printable Notice of Intent to Sue

Date:

To:

Name:

Address:

Re: Notice of Intent to Sue for Defamation

Dear,

This letter serves as formal notice of my/our intent to initiate legal action against you for defamation, specifically (check one):

☐ Libel (written) ☐ Slander (spoken)

Statement of Facts:

On or about, you made the following defamatory statement(s):

Harm Suffered:

As a result of your statement(s), I/we have suffered the following harm/damages:

Demand for Resolution:

To resolve this matter without resorting to litigation, I/we demand the following:

(e.g., public retraction, written apology, compensation)

If this matter is not satisfactorily resolved within days of your receipt of this notice, I/we will have no choice but to pursue legal action in a court of law.

Sincerely,

Name:

Signature:

Address:

Telephone:

Email:

This printable template is for informational purposes only and does not constitute legal advice. Please consult a qualified attorney for advice specific to your circumstances.