

SLANDER LETTER

Sender's Name: _____

Sender's Address: _____

Sender's Contact Number: _____

Recipient's Name: _____

Recipient's Address: _____

Recipient's Contact Number: _____

Subject:

Formal Notice of Defamatory Statements and Demand for Retraction

1. Introduction

This letter serves as a formal notice regarding the publication and/or dissemination of false, defamatory statements made by you concerning the sender. Such statements have been communicated to third parties and have caused, and continue to cause, serious harm to the sender's reputation, character, and professional standing.

2. Details of Defamatory Statements

The defamatory statements include but are not limited to the following: [Insert specific defamatory statements or summary thereof]. These statements are wholly false, misleading, and unsubstantiated.

3. Legal Basis

Under the Defamation Act 2013 and applicable UK law, defamatory statements are actionable per se where they harm the reputation of an individual by exposing them to hatred, contempt, or ridicule or cause them to be shunned or avoided. The statements you have made meet these criteria.

4. Demand for Retraction

You are hereby demanded to immediately cease and desist from making or publishing any further defamatory statements concerning the sender. Furthermore, you must provide a full, clear, and unequivocal retraction and apology in writing within 14 days of receipt of this letter, to be communicated to all parties to whom the defamatory statements were previously made.

5. Reservation of Rights

The sender expressly reserves all rights to pursue all available remedies including, but not limited to, commencing civil proceedings for damages, injunctions, and costs without further notice, should you fail to comply with this demand within the stipulated timeframe.

6. Mitigation of Damages

Please be advised that failure to comply with the above demands will be viewed as an aggravating factor and may result in the court awarding aggravated and exemplary damages.

7. Confidentiality

This letter and its contents are confidential and intended solely for the recipient. Any unauthorized disclosure of this letter or its contents is strictly prohibited.

8. Conclusion

The sender hopes to resolve this matter amicably and without recourse to litigation. However, prompt and complete compliance with the demands herein is required.

9. Contact for Response

Please direct any correspondence or response to the sender’s legal representative at [Insert Contact Information] or to the sender directly at the contact details provided above.

10. Governing Law

This letter and any dispute arising out of or in connection with it shall be governed by and construed in accordance with the laws of England and Wales. The parties submit to the exclusive jurisdiction of the courts of England and Wales.

Sender's Signature

Recipient's Signature

Signature: _____

Signature: _____

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