



LETTER DEMANDING APOLOGY FOR PUBLICATION OF DEFAMATORY MATTER IN A NEWSPAPER (BEFORE ACTION)

(Address and date)

To: The Editor (or Proprietor)

(publication in question)

..... (address)

Dear Sir,

We have been consulted by (person defamed) of (address) with reference to a letter which appeared in the (name of newspaper) of the (date) headed (state) and signed (state). The writer carefully avoids naming the person whom he attacks, but no one acquainted with local affairs in (place in question) could fail to recognise that the letter is aimed at (person defamed). Several persons have, in fact, called the attention of (person defamed) to this defamatory communication and informed him that they at once understood it to refer to him.

(Person defamed) has never complained of fair and reasonable newspaper criticism, but is not prepared to be defamed. He therefore calls upon you unconditionally to withdraw every statement made in that letter, and also to publish a full and unqualified apology to (person defamed) in the next issue of your newspaper, such withdrawal and apology to be printed in the same type and in as prominent a position as the letter of which he complains. He also demands that you pay his costs in this matter.

Should you fail to comply with our client's demands by (date), an action for damages for defamation will be commenced against you without further notice.

In the event of this matter being taken to court, this letter will be presented to the court and the refusal to comply with these demands will be presented to establish that the defamatory statements were published deliberately and maliciously, with an intention to injure our client.

Yours faithfully

.....
(Signature of attorney of person defamed)

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