

**LETTER DEMANDING APOLOGY FOR SLANDER**

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**SOLICITOR'S LETTER HEADING**

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Mr. AB,  
10, Royal Street,  
Benin City.

Dear Sir,

**DEMAND FOR APOLOGY FOR SLANDER**

We have been consulted by Mr. CD of ..... (hereinafter referred to as "Our Client"), to write you in relation to the false and malicious statement which you made concerning our client on ..... at ..... in the following words .....

The said statement was made in the presence of XYZ to their hearing, with the intention of portraying our client as a criminal and a person unfit to hold the position of .....

Sequel to the above, you are requested to submit a draft letter of a clear and unqualified apology and retraction, to be copied to the said XYZ. Furthermore, having regard to our client's position as ....., the gravity of the allegations made and the publication to XYZ, we demand the payment of ..... sum as compensation.

**TAKE NOTICE** that in the event of your failure / refusal to comply with the above mentioned demands within 14 days of your receipt of this letter, we have further instructions to institute a suit against you in a court of law.

Yours faithfully,

**Guru Guru Esq.**  
Solicitor