Date

To

[Name Here]  
[designation]

We have come to know that you have been making false & malicious statements against our prestigious institute out of grudge. Many of our customers & clients reported your nonstop nasty activities regarding our firm. This letter serves you as a warning to make you restrain from all such things and give up your foul undertakings instantly otherwise, we must take legal actions against you.

We have talked to our lawyer in detail about the matter and he has clearly stated that we can start the legal actions against you to sue the full amount of the reimbursements suffered by us. It is up to you whether you will cease making false statements before others about us or pay a heavy amount to compensate for the damages.

Sincerely,