

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
Ulta Beauty
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I hope this letter finds you well.
[Introduction: Briefly introduce yourself and the purpose of the letter.]
[Body Paragraph 1: Provide more detail about your request, concern, or feedback.]
[Body Paragraph 2: If applicable, include any relevant personal experiences or additional information that supports your request or feedback.]
[Conclusion: Summarize your main points and express appreciation for their time and consideration.]
Thank you for your attention to this matter. I look forward to your response.
Sincerely,
[Your Name]
[Your Title/Position, if applicable]