

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Customer Service

Ulta Beauty

[Ulta's Address]
[City, State, Zip Code]

Dear Ulta Customer Service,

I hope this letter finds you well. I am writing to express my concerns regarding [briefly describe your issue, e.g., a product return, a service complaint, etc.].

[Include details about the issue: dates, product names, receipts, previous contacts with customer service, etc.]

I would appreciate your assistance in resolving this matter. I value Ulta Beauty and the services provided and hope to continue my positive experience as a customer.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Ulta Account Number (if applicable)]