

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

Customer Service

Ulta Beauty

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

Dear Ulta Customer Service,

Subject: Inquiry Regarding [Specify Issue or Topic]

I hope this letter finds you well. I am writing to inquire about [briefly explain the reason for your inquiry, such as product availability, store policies, website issues, etc.].

[Provide any relevant details, such as specific products, order numbers, or dates, to help clarify your inquiry.]

I would greatly appreciate any information you can provide regarding this matter. Thank you for your attention to my inquiry.

Sincerely,

[Your Name]