

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

Ulta Beauty  
[Store/Corporate Address]  
[City, State, Zip Code]

Dear Ulta Beauty Team,

Subject: Notification Regarding [Specify the Purpose of the Notification]

I am writing to formally notify you of [briefly explain the reason for your notification, e.g., a concern, request, feedback, or other relevant information].

Details of my concern/request are as follows:

- [Point 1]
- [Point 2]
- [Point 3]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Signature if sending a hard copy]