

[Your Name]  
[Your Title]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
Ulta Beauty  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],  
I hope this letter finds you well. My name is [Your Name], and I am [Your Title] at [Your Company/Organization]. We are [a brief description of your company and its mission].

I am writing to explore potential partnership opportunities between [Your Company/Organization] and Ulta Beauty. We believe that a collaboration could be mutually beneficial, leveraging our combined strengths to enhance customer experiences and drive sales.

Specifically, we are interested in [briefly describe the type of partnership you seek, e.g., co-branded marketing efforts, product collaborations, event sponsorships]. We believe this initiative could [mention potential benefits, like increasing customer engagement, expanding market reach, etc.].

I would love the opportunity to discuss this idea further and explore how we might align our goals. Please let me know a convenient time for you to connect, or if you prefer, I can provide additional information via email.

Thank you for considering this partnership inquiry. I look forward to the possibility of working together.

Warm regards,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Company/Organization]  
[Your Company/Website URL]