

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

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position or Title] at [Your Company]. I am writing to propose a collaboration between [Your Company] and Ulta Beauty that I believe will be mutually beneficial.

[Briefly describe your company and its mission. Mention any relevant experience or qualifications.]

Our proposal involves [describe the main idea of the proposal, outlining the key points and how it relates to Ulta Beauty's goals or mission]. We believe that this partnership can effectively [mention the expected outcomes, benefits, or improvements that will result from this collaboration].

To support our proposal, I have included [attach any relevant documents, data, or case studies that strengthen your proposal]. I am confident that our combined efforts can yield significant results.

I would appreciate the opportunity to discuss this proposal further and explore the potential for collaboration. Please let me know a convenient time for us to connect, or I can arrange a meeting at your office.

Thank you for considering our proposal. I look forward to the possibility of working together.

Best regards,

[Your Name]  
[Your Title]  
[Your Company]