

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

[Recipient Name]
[Recipient Title]

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

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I represent [Your Organization/Project Name], which focuses on [briefly describe your organization or project, e.g., promoting beauty and wellness, community outreach, etc.].

We are currently seeking sponsorship for [specific event, initiative, or program] scheduled to take place on [date(s)]. This event aims to [describe the goals and impact of the event]. We believe that partnering with Ulta Beauty would enhance the experience for our attendees, as well as align with your brand's commitment to [mention any relevant Ulta Beauty values or initiatives, e.g., diversity in beauty, community support, etc.].

We would be honored to have Ulta Beauty as a sponsor. In return for your support, we would offer [list benefits to Ulta, e.g., brand visibility, promotional opportunities, social media recognition, etc.].

I would love the opportunity to discuss this partnership further and explore how we can align our goals. Please let me know a convenient time for you to connect. Thank you for considering this opportunity to collaborate.

Warm regards,

[Your Name]
[Your Title]
[Your Organization]
[Your Website, if applicable]
[Social Media Handles, if applicable]