|  |  |  |
| --- | --- | --- |
| [Recipient's name and adress] | | |
|  |  |  |
| Our ref.: | Your ref.: | [Location] |
| [Name] | [Name] | 06.11.2018 |

# [Heading]

[Body text]

Regards

**[Name]**

[Title/position]

NORCE