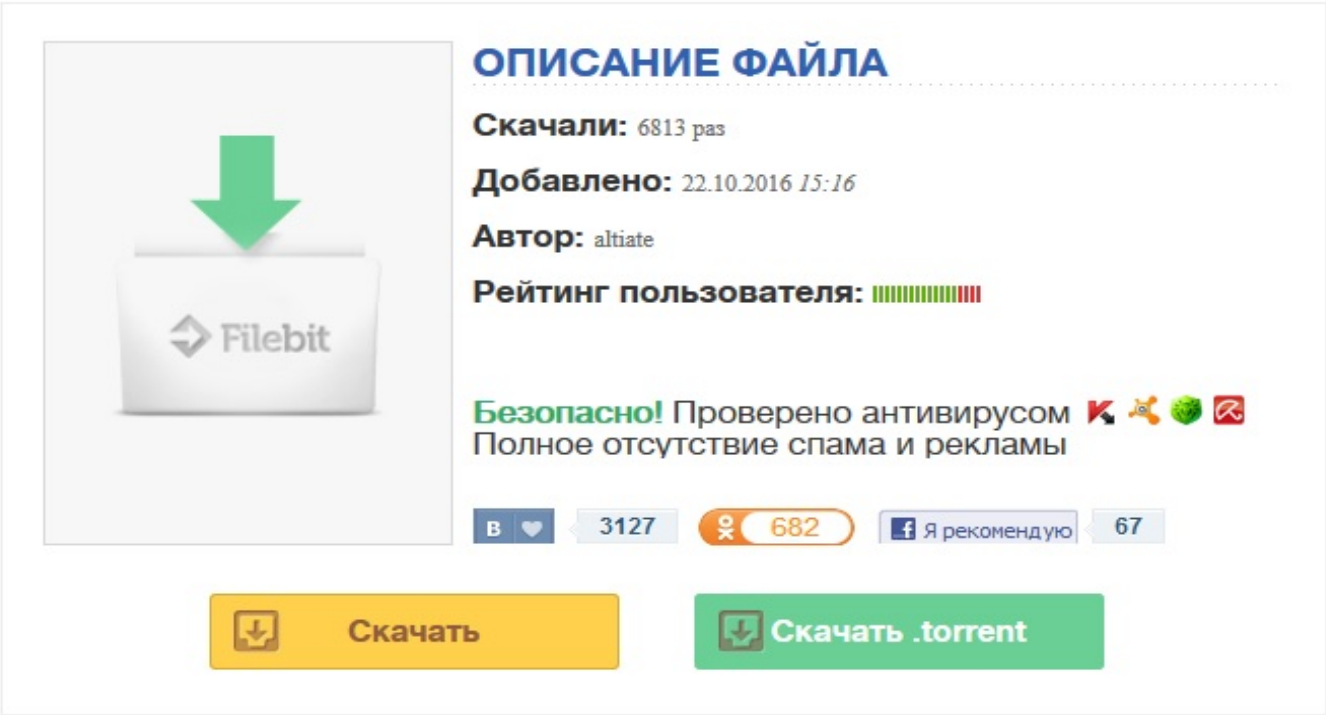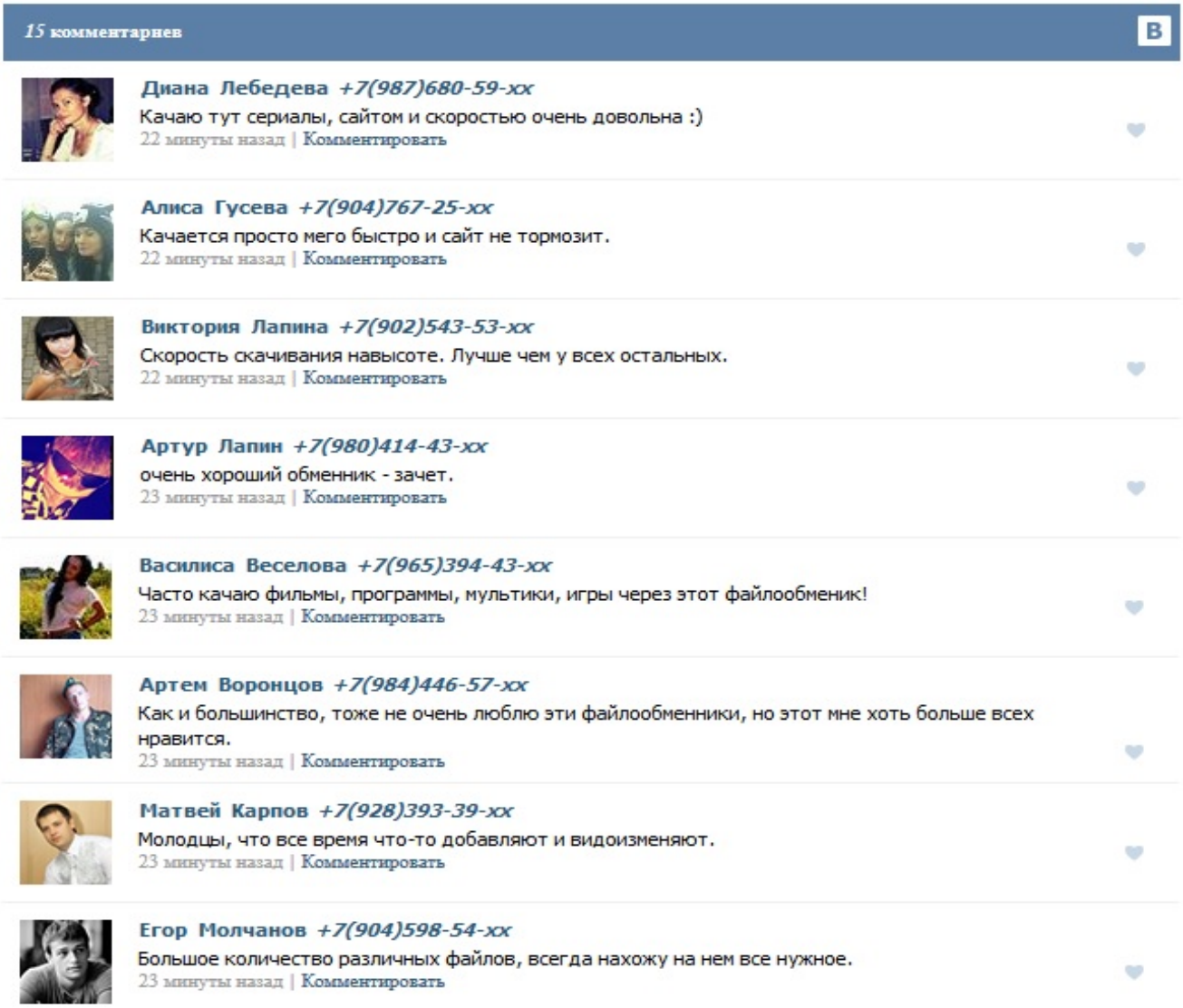бланк письма образец