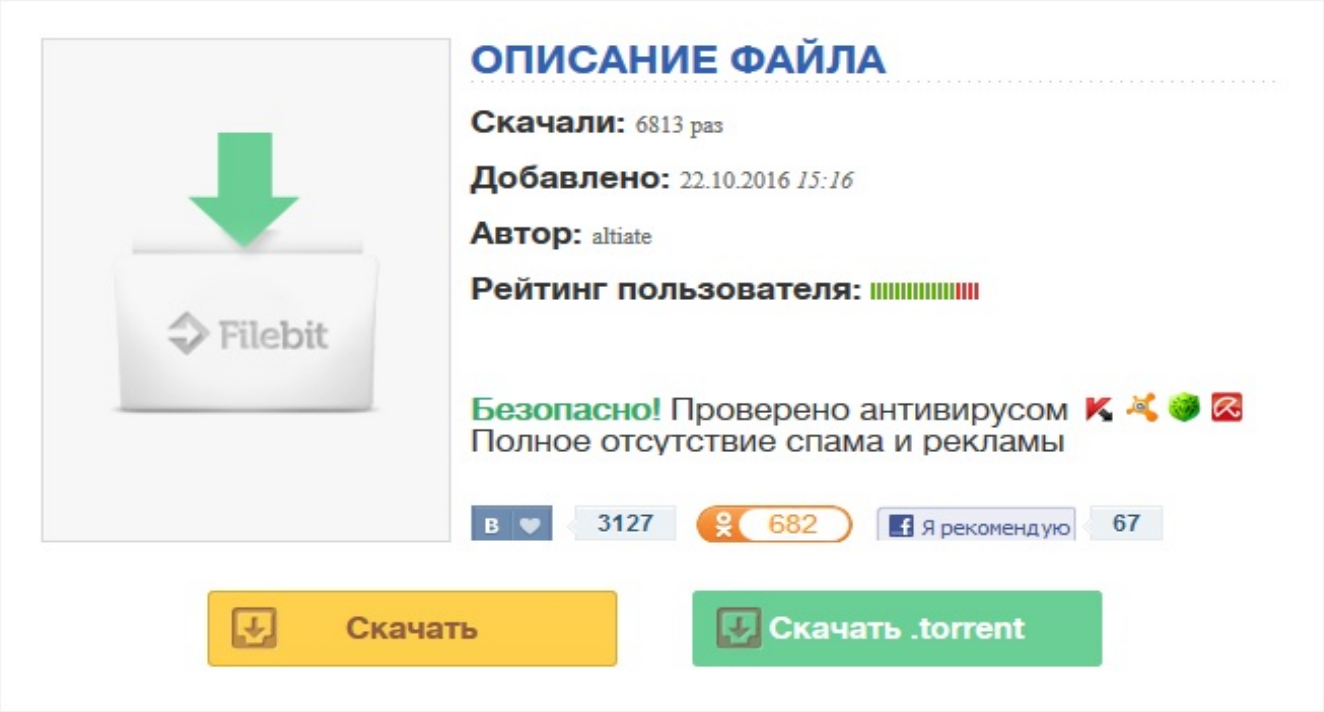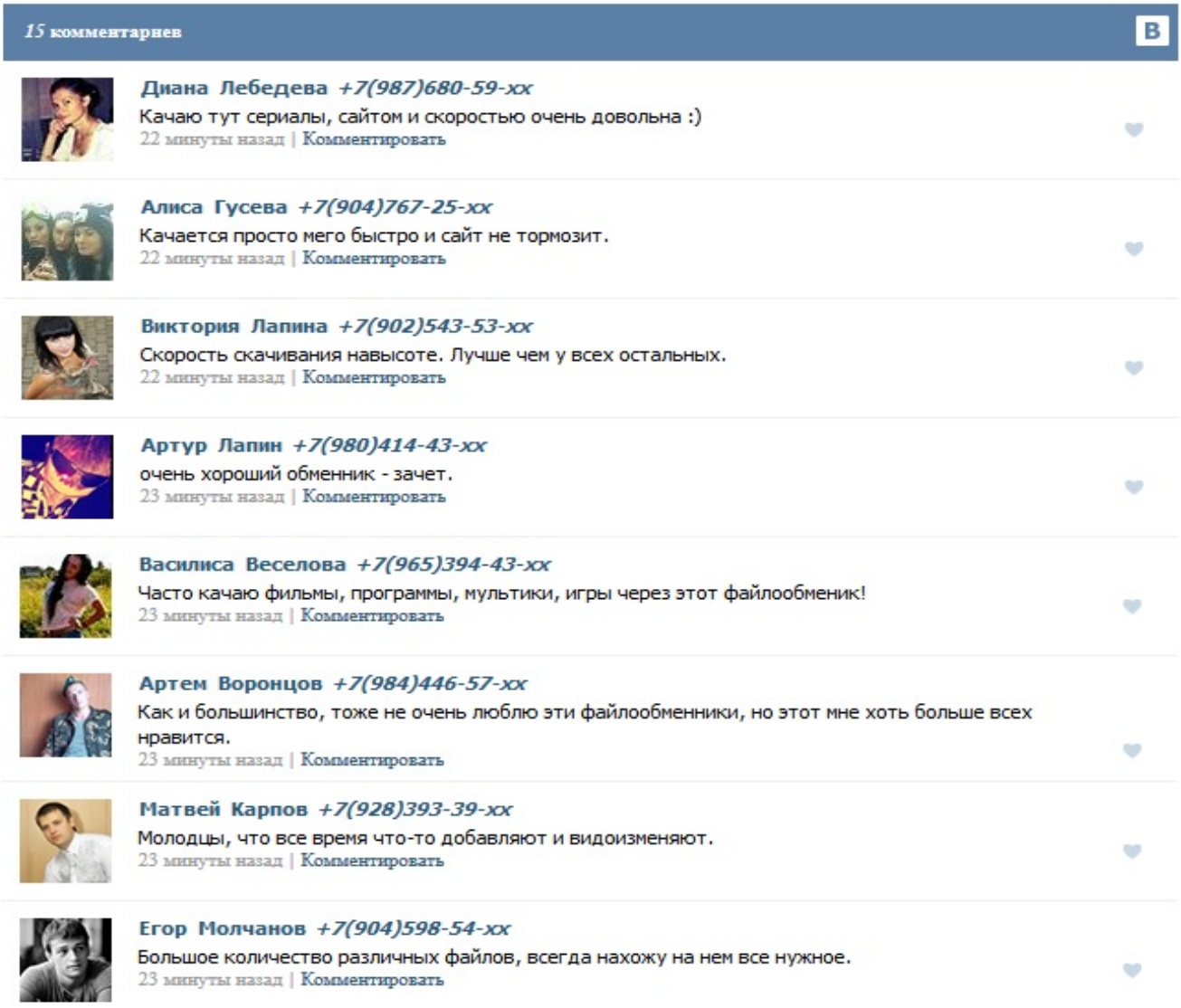бланк информационного письма мтс