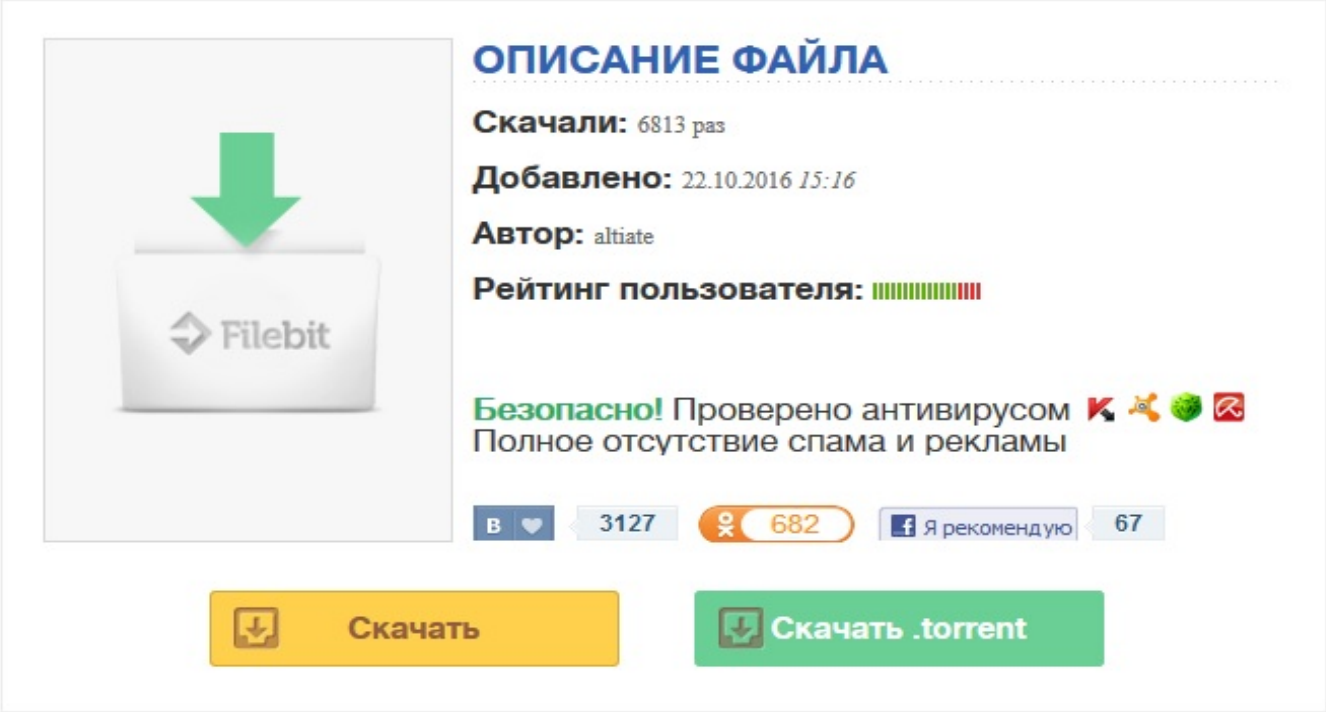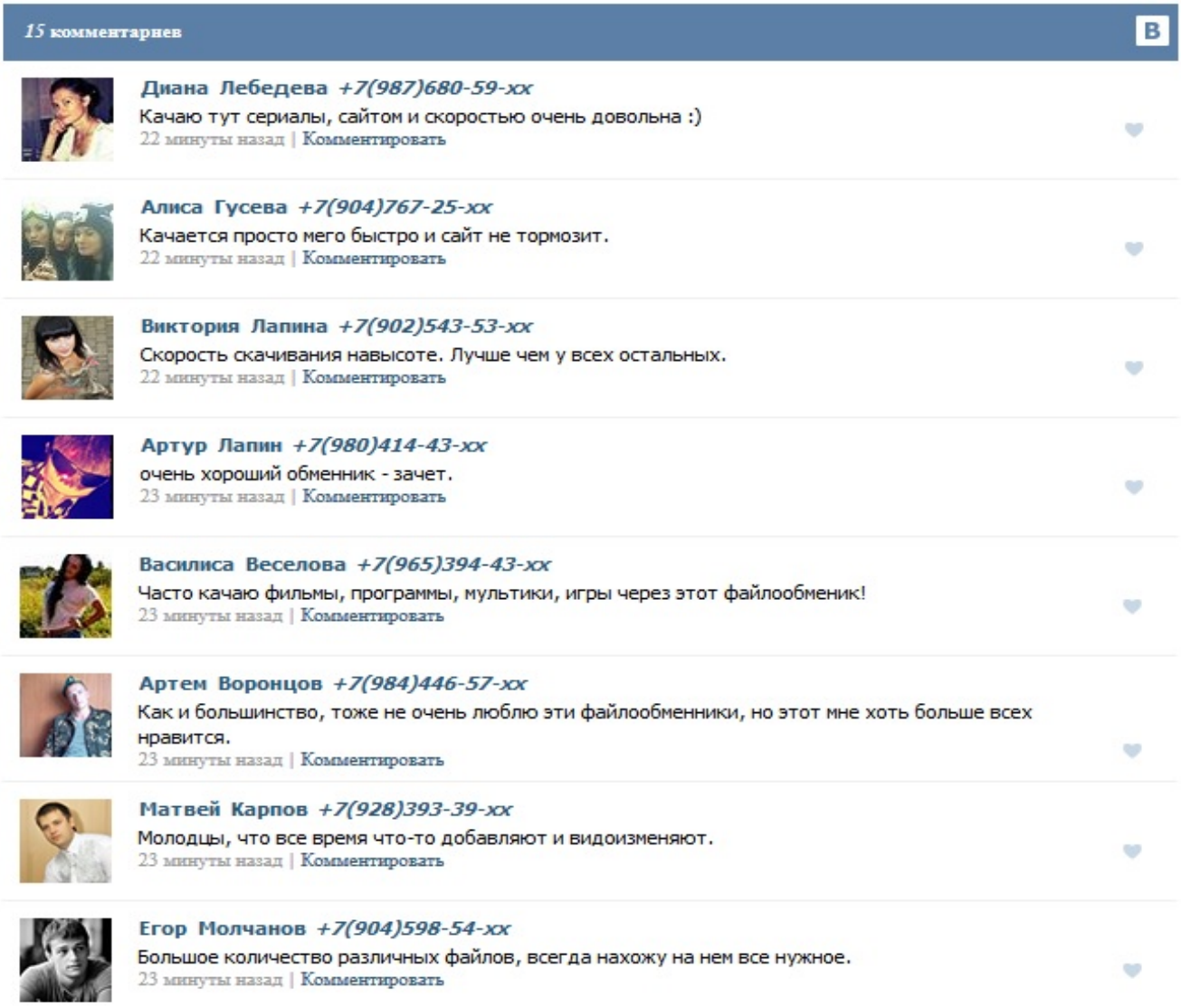бланк письма-извещения организации образец