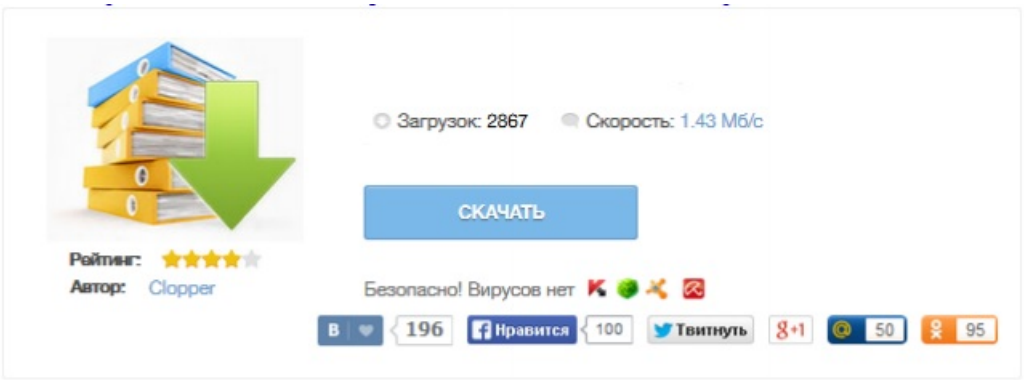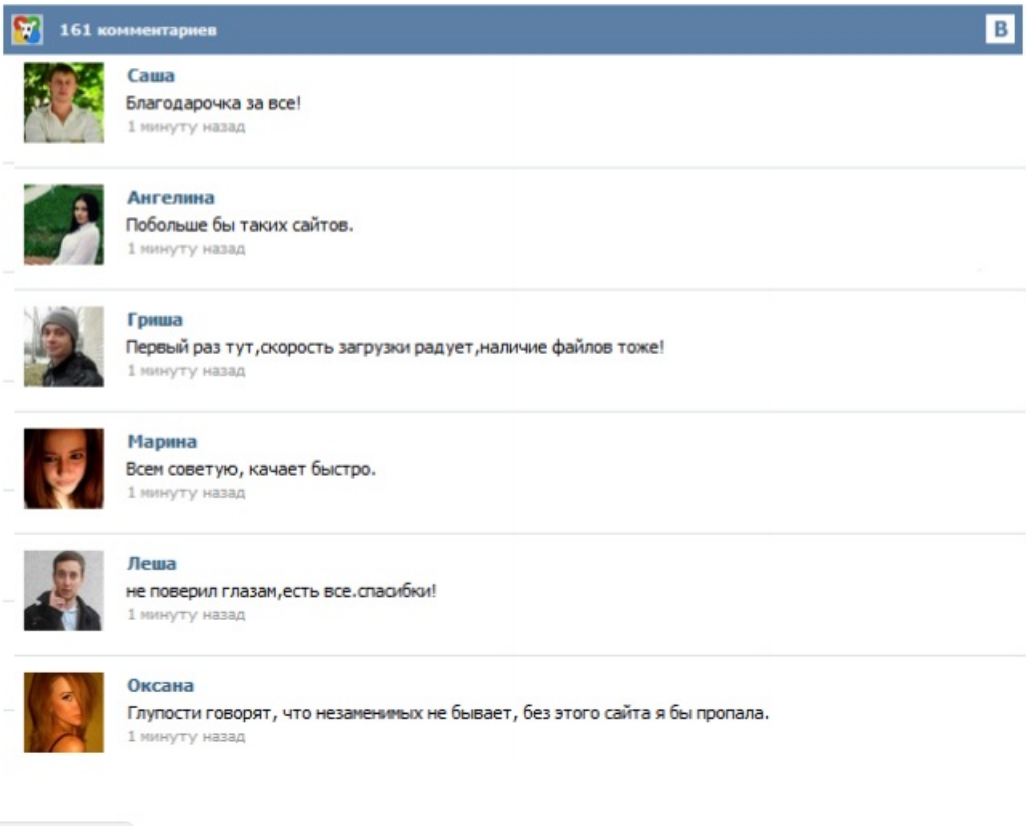бланк конверта для письма а4