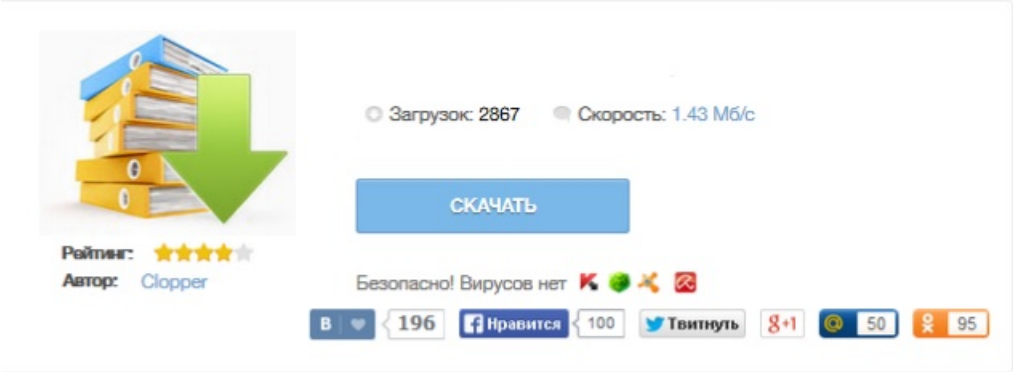шаблон конверта для письма в ворде