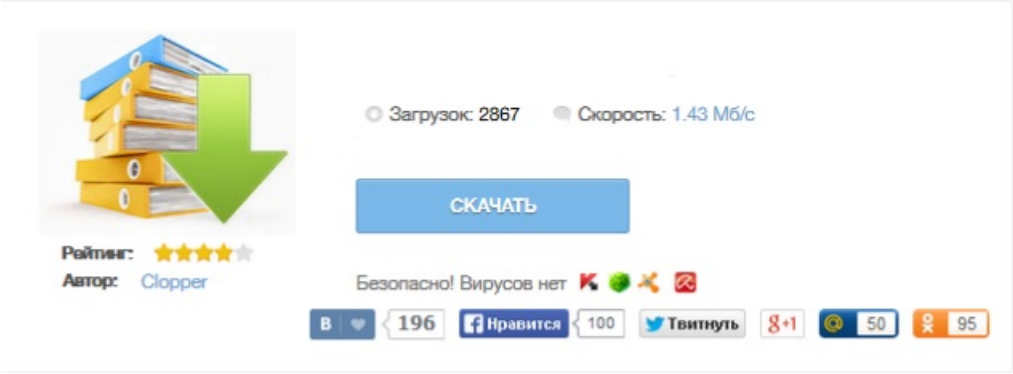бланк благодарственного письма word