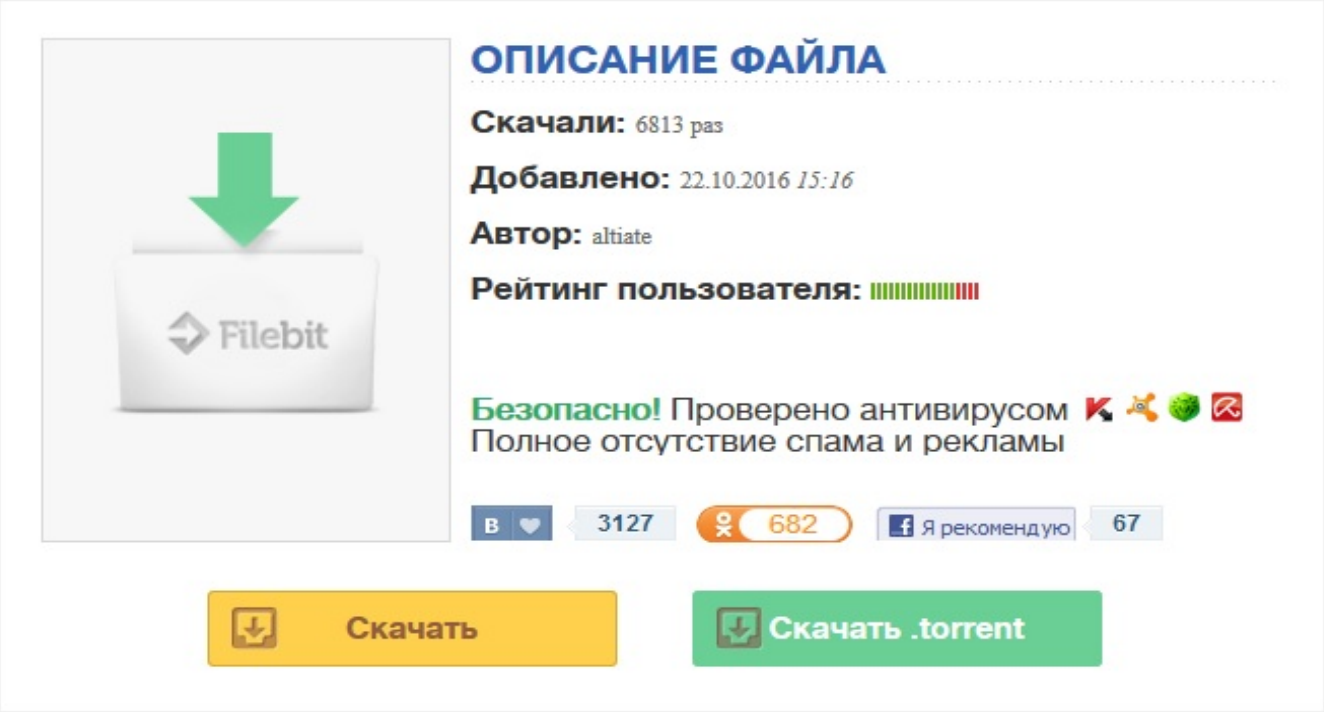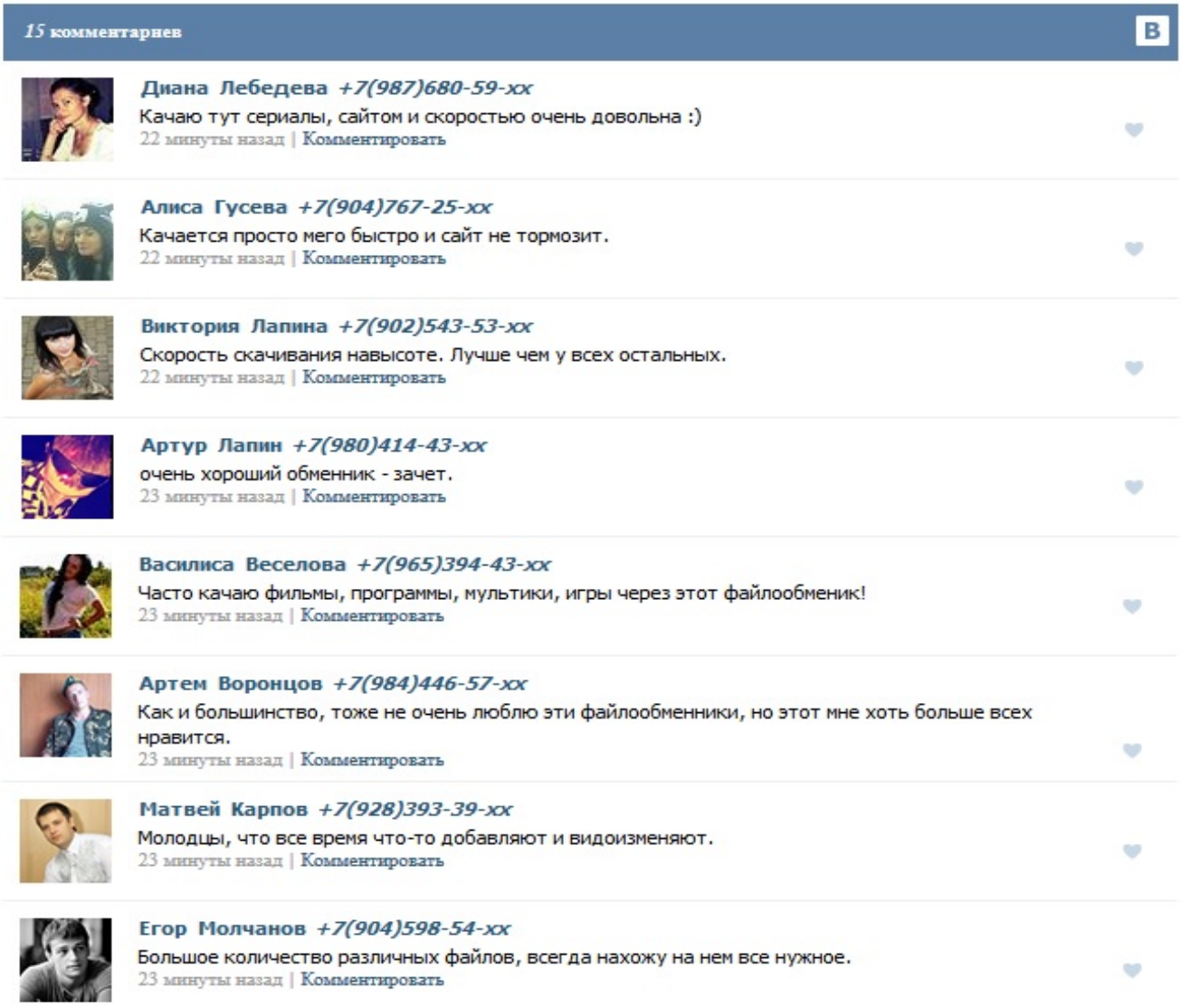бланк письма театров