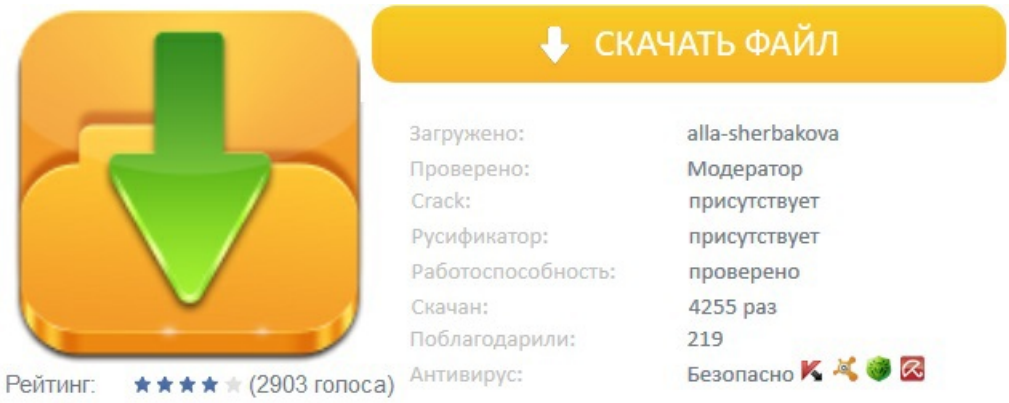бланк письмо уведомление