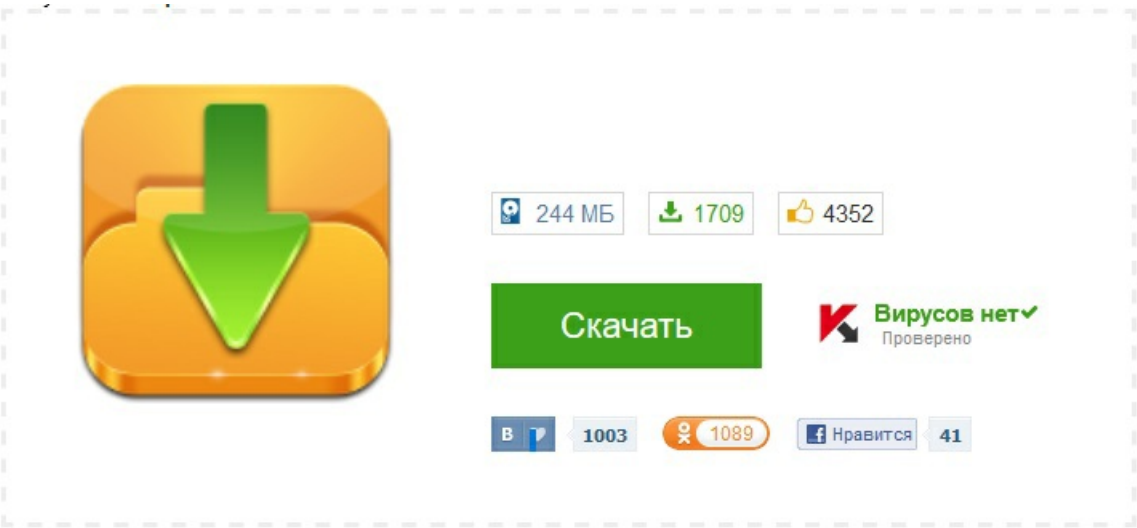официальное письмо бланк скачать