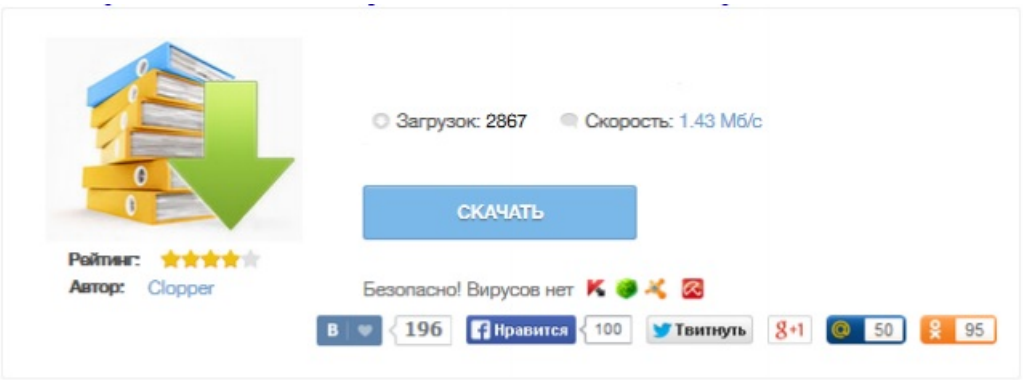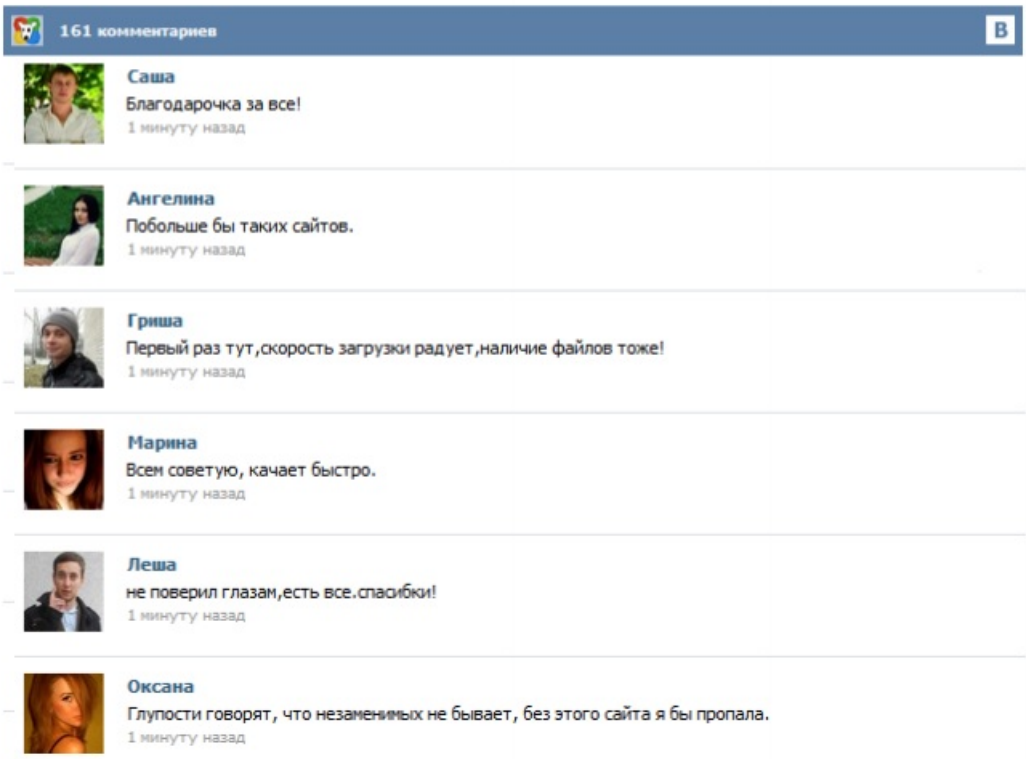бланк письма образец скачать