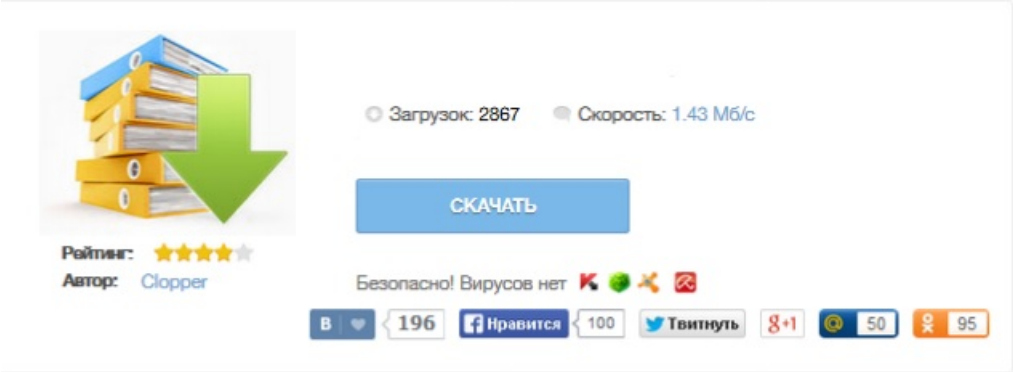бланк письма образец в ворде