

## ABSTRACT

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*Cibaduyut Kidul Urban Village is a joint area of several Community Associations (RW). Government at the village and village level is a government that is not directly related to the community. The kelurahan is also an administrative division under the subdistrict. At the kelurahan office not yet using the system in making letters. At the time of writing, the admin still entered the manual with Microsoft office and to check what was claimed with a manual as well, for the archives in his village also contained files. Problems that occur such as occurs in the accumulation of files, long queues, the public does not get information related to the making of letters and notification of collection of letters, village officials can not find any incoming mail and the public does not know the information related to making letters and equipment that must be prepared. So notification features are made via email, mail information features, mail archives, incoming mail information and provide online and onsite mail creation. The purpose of this research is to create a letter-making system for the community in the Cibaduyut Kidul Kelurahan. For the method used is the waterfall method: Gathering needs, design, implementation, verification and maintenance. The programming language used is PHP with MySql database. From the results of the examination also carried out, the system functionality can run well and make mail online and in the appropriate place and can run well.*

*Keywords: Village, Letters, Application, Community, Management*