

ABSTRACT

The manual letter management system at PT Gresik Migas has caused several issues, such as delays in record-keeping, difficulties in tracking letters, and inefficiencies in the disposition and approval processes. To address these problems, a web-based correspondence information system was developed using an extreme programming method. The system is designed with three main user roles: admin, director, and SPI, each having different access rights according to their responsibilities. The core features developed include management of incoming and outgoing letters, letter classification and status, dispositions, date-based filtering, PDF generation, attachment galleries, and file downloads. System testing was carried out using the blackbox testing method in each iteration to ensure that all features functioned according to user requirements. The results show that the system effectively helps PT Gresik Migas manage correspondence digitally in a faster, more structured, and accurate manner.

Keywords: *Letter Management, Website, Laravel, Extreme Programming, Gresik Migas*