

## ABSTRACT

Letter is a tool to deliver information or particulars (decisions, statements, notices, requests, etc.) in writing from one party to another. May also be said that the letter is a piece of paper written on behalf of the author personally, or on behalf of its position in the organization, which is addressed to a particular address, and include a communications materials.

Correspondence activities in the office is a routine activity undertaken. Each organization generally has a different mechanism of internal communication is often referred to by the term official letter, an official letter, memo or service. In principle, internal communication is a hierarchical system of governance that Correspondence system with the structure of each organization / company. This internal communication mechanisms typically require a system of such letter came in, making outgoing mail, disposition letter, letter numbering and archiving of letters. Limitations of existing resources and the mobility of faculty and staff Faculty of Informatics and IT Telkom which resulted in inhibition of high administrative jobs, especially in terms of grammar persuratan.

Therefore, the final project with the title Correspondence Management Application Case Study : Informatic Faculty IT Telkom was built to assist the activities of correspondence at the Faculty of Informatics IT Telkom. Although there are computers to support administrative jobs, administrative jobs persuratan in fact still have problems. To that end, needs to make a good application that can move from manual to electronic persuratan integrated in one application.

Results of this final project is a web-based applications that can support corporate activities at the Faculty Informastika persuratan IT Telkom. This final project was built using Rapid Application Development. Implemented using the PHP programming language using Code Igniter framework and using MySQL database and other supporting software.

**Keywords:** *Mail Service, Rapid Application Development, PHP Framework, My SQL.*