

## ABSTRACT

---

*Dayeuhkolot subdistrict is one of the districts of 31 districts in Bandung. In Kecamatan Dayeuhkolot There is a Sub-division of general and personnel or commonly called Umpeg that handles the affairs of the field of personnel and General Affairs of the District such as affairs in the field of letters. In manage mail starts from creating a mailbox using Microsoft Word and then logging it using the General Ledger agenda. Based on the procedure that has been applied. There are some difficulties such as, when the process of recording and archiving that has not been computerized causes a difficult search to find data from the old mail. In addition there is no monitoring on mail and recapitulation letter. This is what backs the authors in the creation of "Web-based Mail creation" application.*

*This application will eventually facilitate the umpeg part in terms of mail management in Dayeuhkolot sub-district. The method used in the manufacture of this application is waterfall method, this method is very suitable because the data used remains to facilitate the application design.*

*Keywords: subdistrict, Dayeuhkolot, applications, archives, letters*