## **ABSTRACT**

The problem that exists in grujugan village is the village government service system in this case is correspondence, the village community when they need a letter such as a sample letter of death, birth and good behavior must come to the village hall directly, sometimes the staff in the correspondence section are out or not there, then other staff cannot handle it. This can hinder the vision and mission of the village to accelerate village services for the community. From these problems, I propose the creation of a grujugan village mail service website, the grujugan village mail service website aims to speed up the service of the village community in terms of correspondence and this website is available seventeen letters that the community is ready to choose for their needs, the community does not need to come to the village hall without exception just fill in the data that matches the requested letter. In addition, this website can also save costs and time for the people of Grujugan Village.

**Keaywords**: system, village government services, website