**[Organization’s Letterhead]**

**Date:**  
[Month Day, Year]

**To:**  
Justice Studies Department  
[Your Institution's Name]  
[Institution’s Address]  
[City, State, ZIP Code]

**Subject:** Internship Quality Assurance Letter

Dear Justice Studies Department,

This letter serves as a quality assurance statement regarding the proposed internship for [Intern's Full Name], who will be completing their internship at [Organization’s Name] during the [Semester/Summer Session, Year].

**Organization's Mission and Values**

At [Organization’s Name], our mission is to [Briefly Describe the Organization's Mission and Values]. Our core values include [List Key Values], which align closely with the mission and values of the Justice Studies Department at [Institution's Name].

**Internship Duties**

[Intern's Full Name] will be responsible for [Describe Specific Duties the Intern Will Perform]. These tasks are instrumental in advancing our mission, contributing directly to [Organization’s Purpose/Goals]. We ensure that no more than 20% of [Intern's Full Name]'s time will be spent on clerical work, observations, or answering phones.

**Internship Hours**  
The internship will consist of 120 hours of service, which [Intern's Full Name] will complete within the [Semester/Summer Session, Year]. We have created a schedule that ensures these hours are met while allowing the intern to gain meaningful experience.

**Supervision and Evaluation**

[Supervisor's Full Name], [Supervisor's Title], will serve as the designated supervisor for [Intern's Full Name]. [Supervisor's Full Name] will oversee the intern's work, report their hours, and provide an evaluation at the end of the internship period.

Please feel free to contact me directly at [Supervisor's Email Address] or [Supervisor's Phone Number] if you have any questions or require further information.

Sincerely,

[Supervisor's Full Name]  
[Supervisor's Title]  
[Organization’s Name]