

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Organization]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, e.g., eHub program, position, etc.]. I have had the pleasure of working with [Candidate's Name] for [duration] in my capacity as [your position] at [your organization].

During our time together, [Candidate's Name] demonstrated exceptional [skills/qualities relevant to the eHub recommendations]. They have consistently shown [specific examples or accomplishments that showcase their abilities].

[Additional section about the candidate's contributions, strengths, and any relevant projects they were involved in.]

I firmly believe that [Candidate's Name] would be a valuable addition to the [eHub program/team]. Their dedication to [specific field/area] and their innovative approach will greatly benefit any initiatives they are part of.

Please feel free to contact me at [your phone number] or [your email address] if you have any questions or require further information.

Best regards,

[Your Name]  
[Your Position]  
[Your Organization]