

Dear Rachel Kogan, David Murray, c/o Atcasa Management

Date:

August 21, 2025

Dear Rachel and David,

This letter serves as my final formal notice and renewed demand for payment of all unpaid compensation, and incurred expenses under our signed Independent Contractor Agreement. This follows my letters dated July 5 and July 19, 2025, and repeated follow-up communications, none of which have resulted in payment or substantive resolution.

For the record:

- The contract, already signed by Director Paul Walpole and Chief People Officer Lee Jae-Hyun, was sent to me for signature on May 27, 2025. I returned my signed copy that same day, completing the execution of our agreement prior to my effective start date.

Summary of facts and timeline:

- Before June 2, 2025: I provided all required business documentation, including my LLC and XXXX Bank business account information, before my scheduled start date.
- First 1–2 weeks of June: David you requested that I:
  - Go to XXXX Bank in person and attempt a wire transaction (which turned out to be a waste of time, as the intended recipient, “VN Graphics Hazlewoods,” could not be paid through this method),
  - Set up my business bank account for both incoming/outgoing wire transfers and Zelle payments, which required assistance from a bank representative over the phone and took additional time,
  - During this period, multiple deposits and withdrawals occurred in my XXXX Bank business account, and you were fully aware this was not a Citibank account—this information, as well as my LLC information, had been provided prior to June 2, 2025.
- Second half of June through August 2025: After these initial requests, *no other work was requested or assigned to me*. Despite consistently relaying to David Murray that I was always ready, willing, and able to take on new work, no further opportunities or assignments were provided. At one point, David mentioned that things were “slow” and there was a new admin, raising serious

concerns as to why I was hired if there was not enough work to justify my engagement.

- At no point was I ever terminated or did I resign—the contract has therefore remained in full effect throughout.
- July 5 & July 19, 2025: Two demand letters sent, with no payment or substantive response regarding salary, commissions, or expenses.
- August 2025: My First Bank account was closed due to prolonged inactivity and lack of wages received. Immediate payment by Zelle to [my email](#) is now required.
- Current Total Due: \$23,748.99 for salary (June, July, August), plus all agreed and reimbursable business expenses for the \$89 LLC and the business bank account that was setup with a deposit required of \$15.

Despite my repeated efforts and total flexibility, Atcasa Management's ongoing failure to pay constitutes a clear, material breach of contract.

Final Demand:

If payment in full for all outstanding salary, and expenses is not received within three (3) business days of this letter (by August 26, 2025), I will have no choice but to initiate legal proceedings—including, but not limited to, filing a claim in Texas small claims court or, if required, commencing arbitration as set forth in our agreement. I will pursue the full amount due, plus all contractually allowed legal fees, penalties, and costs.

Payment must be made by Zelle to the above address, with written confirmation and Zelle reference number provided upon payment.

This is your final opportunity to resolve this matter amicably and avoid escalation.

Sincerely,

Unpaid hired salesperson

Phone: XXX-XXX-XXXX

Email: XXX@XXX.COM